

School of Creative Arts

Title of Programme: Film and Television Production Programme

Programme Code: CTFMTV

Programme Specification

This programme specification is relevant to students entering:
01 September 2018

Associate Dean of School (Academic Quality Assurance):
Rob Wright

Signature



31st March 2018

A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme and to staff teaching and administering the programme.

Summary of amendments to the programme:

Section	Amendment
2 – Table 3	Course Structure - Update course instances to reflect all study abroad options
Section D - Table 1a	Study Abroad / Sandwich - mend study pattern for al modules to AB (09-06) and remove semester C / add explanatory sentence
Section D - Table 1a	Work Experience - Amend Study Pattern for professional work experience modules removing Semester C in all cases.
F Other Sources of Information	Replace link to A-Z guide to new link for Herts Handbook

If you have any queries regarding the changes, please email AQO@herts.ac.uk

Programme Specification Film and Television Production

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	University of Hertfordshire
University/partner campuses	College Lane Campus
Programme accredited by	Not applicable
Final Qualification	BA Hons
All Final Award titles (Qualification and Subject)	Film and Television Production / (Sandwich) / with a Year Abroad / (Sandwich) with a Year Abroad
FHEQ level of award	6
UCAS code(s)	W602
Language of Delivery	English

A. Programme Rationale

The main aim of the programme is to provide an environment in which students can grow into confident television and film practitioners, with a high level of creative and technical expertise, capable of entering the creative industries as effective professionals. The majority of the time will be employed developing practical experience of film and television production and students will be encouraged to combine innovation with market awareness. They will receive course instruction from active professionals and there will be a programme of lectures from leading practitioners in the film and television industries. Simulated environments to mirror industry will also be used to ensure students are industry ready.

The Film and Television Programme primarily seeks to address an important sector within the film and television industries as follows:

Students will undertake the development and production of documentaries, reality shows, current affairs, educational and factual programming; entertainment, children's, comedy and TV studio programming; music videos and commercials, dramas, serials, shorts and feature film content. This will include modules on; Film and Television Histories and Contexts, Studio Location Production, Story and Script, Cinematography and Sound, Editing and Multiplatform Content as well as Professional Development.

Over the three levels of study, students will develop a broad range of skills in scripting, scheduling and budgeting, camerawork and audio recording, non linear editing, colour correction and sound post-production. Students will also receive a solid grounding in business skills essential to life within the industry. Teaching will take the form of lectures, workshops, simulated environments, live briefs and accredited work experience opportunities. These activities will enable students to assemble showreels and portfolios demonstrating the breadth of their creative and technical expertise.

Students will also be encouraged to undertake professional work experience and to develop industry contacts through their own networking as well as using the university's strong industry links with such partners as Warner Bros, BBC and Elstree Studios. Typically they will make studio visits to Channel 5 Talk Show and attend festivals such as BFI and BVE to familiarise themselves with the business. They will receive tailored media management education to enhance their professional understanding. They will receive assistance in pitching and interview techniques to approach future employers.

At the first stage at Level 4, students will follow an introductory programme, introducing them to the production of fiction, factual and entertainment programming. Students will experience a broad range of areas within the discipline and recognise their individual needs and strengths, providing a platform for more specialist study in the second year. In addition to acquiring basic skills in pre-production, single camera digital video and non linear editing, students will be introduced to the multi-camera TV studio and to multi-media production.

During Level 5 students can enhance their skills base and demonstrate their ability in a professional context, by working on placement with leading companies in the media industries. Work placement exposes the students to professional standards and tests their ability to understand and interpret a broad range of information provided by employers and clients. In addition, students learn to communicate and present their ideas more effectively as part of a team.

At Level 6, the students will concentrate in depth on a single major final year project reflecting their field of specialisation. Students will work together to achieve this. This will be done through collaboration with fellow students to form a production group, enhancing their teamwork skills. Students will also produce a dissertation or research project exploring a single topic in some depth.

At every level, students will undertake Critical and Cultural Studies to develop their theoretical understanding of contemporary debates and enhance their creative practices by reflecting on their significance. Critical and Cultural Studies provides an integrated programme of study to support studio projects as a natural enrichment to multi-disciplinary practice.

As graduates, students are expected to display a command of their chosen discipline, to operate confidently in the professional world and to be professionally adaptable to changing creative circumstances. The aim is to equip graduates to compete in the UK and beyond in their specific field of expertise.

While attention will be given to the specific cultural and commercial context of UK film and television, the programme will adopt an international perspective throughout its teaching, creatively, technically, theoretically and commercially, to reflect the global nature of contemporary media activity.

Graduates will also be broadly equipped to work professionally in other media roles beyond film and television fiction, factual and entertainment production. The skills and attributes developed by the Film and Television Programme will provide students with opportunities to develop productive and exciting careers in the media industries.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in [UPR TL03](#).

Additionally this programme aims to:

- enable students to initiate, develop and realise distinctive and creative work in the fields of film and TV production and post-production;
- provide students with a detailed knowledge and comprehensive understanding of key production processes and professional practices relevant to film and TV production including emergent technologies and current debates;
- provide students with an understanding of the development and operation of the film and television industries, its global scope, regulatory frameworks, business practices, markets and audiences;
- enable students to understand and situate the products of the film and TV industry in professional, global, cultural and historical contexts;
- equip students with the skills to work professionally in film and TV production and in associated fields and contribute creatively in a variety of roles, as part of a team and in a freelance capacity;
- develop a range of personal and entrepreneurial skills which equip students to respond to current and future career challenges;
- enable students to apply a range of research and critical skills, frame appropriate questions and draw independent conclusions;
- provide the opportunity, through Critical and Cultural Studies delivered as an integral part of studio projects, for students to develop critical insight into contemporary Film and TV practices and debates. Students will be able to locate their own work within a wider cultural context, with a clear understanding of the cultural, aesthetic and professional forces that shape contemporary Film and TV, using them to reflect on their own practice;
- equip students with the skills and confidence to communicate effectively to specialist and non-specialist audiences in oral, written and audio visual forms;
- provide a preparation for further academic or professional study by equipping them with skills to initiate and manage an independent course of study.

C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for Communication, Media, Film and Cultural studies and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2016) have been used as a guiding framework for curriculum design.

Knowledge and Understanding	Teaching and learning methods	Assessment strategy
A1- key production processes and professional practices, including emergent technologies, of the film and television industries, in the fields of fiction, factual and entertainment production;	Acquisition of knowledge and understanding at all levels of the programme is through a combination of lectures, (A2, A3) seminars, group and individual tutorials, (A1-A3) practical workshops (A1) and coursework. (A1-A3)	Knowledge and understanding are assessed through a combination of in-course assessments, typically including the submission workshop outcomes and practical assignments, (A1) essay assignments, (A2, A3) research folders, (A1) planning documents, (A1) case studies and reports. (A3)

<p>A2- a representative selection of key works of film and television production, the historical development of particular genres, aesthetic traditions and forms, including contemporary works at the forefront of the discipline;</p> <p>A3- the development and operation of the film and television industries, their professional requirements and constraints, global scope, regulatory frameworks, business practices, audiences and patterns of consumption;</p> <p>A4- career opportunities and implications deriving from key developments in current and emerging practice in the chosen field.</p>	<p>Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject. Independent study is particularly emphasised at level 6.</p>	
Intellectual skills	Teaching and learning methods	Assessment strategy
<p>B1- critically evaluate current debates about narrative processes and modes of representation at work in media and cultural texts;</p> <p>B2- critically analyse and situate the products of the film and television industries in historical, global and professional contexts;</p> <p>B3- consider and evaluate their own work in a reflexive manner, with reference to professional practices, conventions and current debates.</p>	<p>Intellectual skills are developed at all levels of the programme, through a combination of lectures, (B1-B3) seminars, group and individual tutorials (B1-B3) and coursework. (B1-B3)</p> <p>Throughout, the learner is encouraged to develop intellectual skills further by independent study. Independent study is particularly emphasised at level 6.</p>	<p>Intellectual skills are assessed through a combination of in-course assessments, typically including the submission of essay assignments, (B1, B2) research folders, (B2, B3) planning documents, (B3) case studies and reports. (B1-B3)</p>

Practical skills	Teaching and learning methods	Assessment strategy
<p>C1- initiate, develop and realise sustained creative work in the fields of film and television production;</p> <p>C2- produce work showing competence in operational aspects of media production technologies, systems, techniques and professional practices in either production or post-production;</p> <p>C3- demonstrate the effective manipulation of sound in film and television productions which are informed by an understanding of media forms and structures, audiences and specific communication registers in post-production;</p> <p>C4- initiate pre-production planning to be able to craft and manage a production either on set or on location.</p>	<p>Practical skills are developed through a combination of lectures, (C1, C2, C3, C4) seminars, group and individual tutorials, (C1, C3, C4) practical workshops (C2) and coursework. (C1, C2, C3, C4)</p> <p>Throughout, the learner is expected to consolidate their development of practical skills by independent study. This is particularly emphasised at level 6.</p>	<p>Practical skills are assessed through a combination of in-course assessments, typically including the submission workshop outcomes and practical assignments, (C1, C2, C3, C4) research folders, (C1, C3, C4) planning documents, (C1, C2, C3, C4) case studies and reports. (C1, C3, C4)</p>
Transferable skills	Teaching and learning methods	Assessment strategy
<p>D1- utilise a range of research and critical evaluation skills, frame appropriate questions, formulate arguments cogently and draw independent conclusions to help develop films;</p> <p>D2- present and communicate effectively to specialist and non-specialist audiences in oral, written and audio visual forms;</p> <p>D3-competently retrieve information from a range of sources and use digital technologies to present texts and images in post-production;</p> <p>D4- contribute as part of a team, in a variety of roles and negotiate and pursue goals with others;</p>	<p>Transferable skills are developed through a combination of lectures, (D1, D2, D3, D7) seminars, group and individual tutorials, (D1, D2, D4, D6) oral and audio visual presentation (D1, D2, D3, D7) and group work, (D4) case studies and reports. (D1,D2)</p> <p>Independent study and self-management is encouraged throughout and is emphasised at level 6. (D5)</p> <p>Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.</p>	<p>Transferable skills are assessed through a range of assignments built into the curriculum such as group work, (D4) pitching, (D2) case studies and reports, (D1, D2, D3) project management, (D4, D5) reflexive statements (D6) and fundraising initiatives to raise finance for projects like Crowd-funded campaigns. (D7)</p>

D5- work independently, manage time, personnel and resources effectively, by drawing on planning and organisational skills;

D6- reflect on personal strengths and identify learning goals for continuing development;

D7- effectively deploy a range of personal and entrepreneurial skills in production.

D. Programme Structures, Features, Levels, Modules and Credits

The programme is offered in full-time (3 years) and sandwich or with a Year Abroad (4 years) modes and leads to the award of a BA Degree with Honours in: Film and Television Production.

Entry is normally at level 4 with A-level or equivalent qualifications as detailed in section G, but is possible at subsequent levels subject to appropriate qualifications and experience. Intake is normally Semester A (September).

Professional and Statutory Regulatory Bodies

This programme is accredited by Creative SkillSet: <http://www.creativeskillset.org/>.

Work-Based Learning, including Sandwich and Year Abroad Programmes

A designated Year Abroad programme leads to a University award in Study Abroad mode and the words "with a year abroad" appear on the award certificate. The Year Abroad will provide students with the opportunity to expand, develop and apply the knowledge and skills gained at the start of their course at the School of Creative Arts (UH), within a different organisational and cultural environment in a partner academic institution. The host institution will appoint a Programme Co-ordinator who will oversee the student's programme during the Year Abroad and will liaise with the appointed UH Supervisor. Students on the Film and Television Production Programme may only undertake Study Abroad for an entire academic year and not for a single semester.

Students on the Study Abroad mode will be registered on the relevant Year Abroad Module. Students may undertake a period of study at an approved partner institution as an **additional** year between Levels 4 and 5 (students must have achieved 120 credits in order to progress to the year abroad); or between Levels 5 and 6 (students must have achieved 240 credits in order to progress to the year abroad).

Alternatively, (in exceptional cases where the curriculum provided at another HEI is aligned to that within this programme and where this has been formally agreed by the Programme Leader), students may undertake this study period **in place of** Level 5 (Year 2) at the School of Creative Arts (UH). In this case, successful students will receive credit for 120 credits at Level 5 and their final degree classification will be calculated in line with those for a direct Level 6 entrant (i.e. Level 5 achievement/grades will not be taken in to account).

A designated sandwich programme leads to a University award in the sandwich mode and the word "(Sandwich)" appears on the award certificate. In order for the programme to lead to an award in the sandwich mode, the student must undertake a period of approved work experience of not less than 36 weeks with no possibility of exemption, normally between the end of Year 2 and the beginning of Year 4. This will usually be completed within the United Kingdom but with approval may be completed within other countries. Progress of the student's training and development is monitored through visits from University academic staff or from reports from the student. Students will be required to document this period of work in accordance with the guidelines produced by the School. Students on the sandwich programme will be registered on the Sandwich Year Module (6CTA1008).

Students who have not achieved the minimum progression requirements at the end of Level 5 may be prevented from undertaking a sandwich placement. The policy relating to progression onto the placement year from level 5 is given in the School Guidelines on Placements. Students who are on the sandwich programme but have a 'Failed' grade at any Level 4 or 5 module will not normally be allowed to register to repeat this module until they return from placement.

Other Work Experience (Short and Medium Term)

In addition to offering a full Sandwich year (as explained above and referred to in the School as a 'Long Term Work Experience'), we encourage students to participate in shorter work experiences / placements.

With agreement from the Programme Leader, a student negotiated work experience is available within this Programme at Levels 5/6.

This means that, with prior written agreement, a student may undertake:

- a work experience in place of *an assessed component within* one of the named modules below (referred to as a 'Short Term Work Experience'); *or*,
- a work experience *entirely in place of* one of the named modules below (referred to as a 'Medium Term Work Experience').

In the case of a Medium Term Work Experience, the student will be de-registered from the chosen module and registered upon *5CTA1007 Professional Work Experience 15: Screen* instead.

The module(s) that are approved within this Programme for work experience/placement are:

5CTA1104 - Professional Development 1 (15 credits)

6CTA1061 Professional Development 2 (15 credits) ('Short Term' only)

Students normally undertake their work placement *during* Level 5, with the assessment submission made during the period of the module, or alternatively may negotiate with the programme leader to allow a placement undertaken at a different time (for example, during a vacation or non-teaching period) to be accredited within an approved module - with appropriate evidence submitted (including a reflective report).

Students (and staff when considering approval) should carefully consider any potential difficulties which may arise when attempting to undertake work experience simultaneously with their academic study (for example, Timetable constraints for other modules). In terms of exemption from academic study whilst undertaking a work placement, a time equivalent to 30 credits is normally the maximum permitted.

Additional advice on these modules is available in the School's Accredited Work Experience Handbook and the Professional Work Experience Definitive Module Document (DMD). Students will need approval of the programme leader or nominee for the work experience, to ensure that the scope and level of challenge / learning of the work submitted in reflection upon a work experience, is appropriate and as far as possible, matched in scope and level to any work being substituted.

The programme supports the student in opportunities to undertake live projects which may arise through their own endeavour and works to build such opportunities into the student's learning and assessment through negotiation of briefs and presentable outcomes. The term 'live projects' refers here to a range of activities that extends well beyond those that are primarily commercial and includes social enterprise projects undertaken in connection with community groups, arts organisations and other agencies. Where a student wishes to undertake a live project, it is a requirement that before it commences there is in place a learning contract that specifies clearly how it enables the student to fulfil the module Learning Outcomes; the materials to be submitted for assessment; the date of submission for that material; what the work means in terms of the student's attendance and workload and an appropriate strategy for supervision by a tutor. That contract has to be agreed by both the module tutor and the Programme Leader.

Erasmus Exchange programme

Creative Arts undergraduate students are offered the opportunity to participate in the ERASMUS Exchange Programme. The School currently has reciprocal arrangements with a number of European Institutions (including Spain, Hungary, Poland, Bulgaria, Portugal, Ireland and Finland.) offering a range of subject disciplines. Students are advised to consult their programme leader for further information on the opportunities available.

Incoming ERASMUS//CATS International Students

With prior agreement from the School's CATS Tutor and Programme Leader, incoming International students on the ERASMUS or CATS Schemes may participate in this Programme by undertaking modules and gaining the associated credit, typically at Level 5. Additionally, the following four modules are available to those students seeking credit for their work submitted within a single-semester timeframe, whilst studying alongside UH/Home students registered on two-semester modules:

5CTA1217 Media Studies A (15 credits)
5CTA1218 Media Studies B (15 credits)
5CTA1219 Media Studies C (15 credits)
5CTA1220 Media Studies D (15 credits)

In such cases, an Approved Study Pattern for single-semester study will be determined at the commencement of the study period. The Study Pattern should clearly specify the format/quantity/weighting of assessments that are to be submitted at the conclusion of the study period – please see the relevant DMDs for more information.

NOTE: Visiting students wishing to study for a single semester in the School of Creative Arts may participate in the Level 5 activities within a single Programme only during the required semester.

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the Honours award. Any interim awards are identified in Table 1b. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 (in section 2) identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study Full time; part time; sandwich; study abroad

Entry point Semester A

Level 4

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Story and Script	4CTA1036	15	English	0	100	0	A
Studio and Location Production	4CTA1153	45	English	0	100	0	AB
Editing and Multi-Platform Content	4CTA1154	30	English	0	100	0	AB
Histories and Contexts (C&CS)	4CTA1057	30	English	0	100	0	AB

OPTIONAL - Year 2 - Study Year Abroad

Students may elect to take a study year abroad, as optional experience:

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Optional Modules							
Module Title							
Year Abroad	5CTA0001	0	English	0	100	0	AB

In order to achieve the 'with a Year Abroad' Award students must complete Module 5CTA0001 between levels 4 and 5 of their study. Please note: this is a representative module and it is understood that actual activity may fall outside these dates.

Level 5

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Professional Development 1	5CTA1104	15	English	0	100	0	B
Cultures and Aesthetics (C&CS)	5CTA1072	30	English	0	100	0	AB
Pre-Production and Production	5CTA1106	45	English	0	100	0	AB
Cinematic Craft Skills	5CTA1148	30	English	0	100	0	AB

Optional Modules

Placement Modules Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Professional Work Experience 15: Screen	5CTA1007	15	English	0	100	0	A, B

Students may undertake a medium term work experience instead of this module. This would typically be the equivalent of a 35-40 hour working week for two weeks, but may take place across a period of weeks or in a block and would take place in Semester B. (Section D, page 7/8 refers.)

OPTIONAL - Year 3 - Sandwich Year or Year Abroad

Students may elect to take a sandwich placement year, or study year abroad, as optional experience.

Sandwich Year

Optional Modules Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Sandwich Year (Creative Arts)	6CTA1008	0	English	0	100	0	AB

In order to achieve the Sandwich Award students must complete module 6CTA1008 between levels 5 and 6 of their study. Please note: this is a representative module and it is understood that actual activity may fall outside these dates.

Year Abroad

Optional Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Year Abroad (Creative Arts)	6CTA0001	0	English	0	100	0	AB

In order to achieve the 'with a Year Abroad' Award students must complete Module 6CTA0001 between levels 5 and 6 of their study. Please note: this is a representative module and it is understood that actual activity may fall outside these dates.

Level 6 (Year 3 Full Time, Year 4 Sandwich/Year Abroad)

The level 6 modules listed in the table below are common to all the degree awards of the Film and Television Production Programme and must be undertaken by all students irrespective of their degree award. All modules are 100% coursework. (60 credits in common between awards at level 6.)

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Degree Essay (Film and Television Production)	6CTA1110	30	English	0	100	0	AB
Pre-Production, Marketing and Distribution	6CTA1062	15	English	0	100	0	A
Professional Development 2	6CTA1061	15	English	0	100	0	B
Major Project: Production	6CTA1064	45	English	0	100	0	AB
Multi-Platform Content	6CTA1063	15	English	0	100	0	A

Progression to levels 5 and 6 requires a minimum of 90 and 210 credits respectively and passes in all compulsory modules.

The award of an honours degree requires 360 credit points passed with a minimum of at least 120 at level 6 including the final degree project appropriate to the award title.

Table1b (below) details the minimum requirements for all awards.

FULL TIME MODE (3 years)

LEVEL 4		Semester A	Semester B
		Story and Script 4CTA1036 15 credits	
Studio and Location Production 4CTA1153 45 credits			
Editing and Multi-Platform Content 4CTA1154 30 credits			
Histories and Contexts (C&CS) 4CTA1057 30 credits			
LEVEL 5		Semester A	Semester B
			Professional Development 1 5CTA1104 15 credits
Cultures and Aesthetics (C&CS) 5CTA1072 30 credits			
Pre-Production and Production 5CTA1106 45 credits			
Cinematic Craft Skills 5CTA1148 30 credits			
LEVEL 6		Semester A	Semester B
Degree Essay (Film and Television Production) 6CTA1110 30 credits			
Pre-Production, Marketing and Distribution 6CTA1062 15 credits		Professional Development 2 6CTA1061 15 credits	
Multi-Platform Content 6CTA1063 15 credits			
Major Project: Production 6CTA1064 45credits			

Honours classification

The University has approved structure and assessment regulations common to all programmes. Full details are provided in [UPR AS14](#), Section D.

Table 1b Final and interim awards available

The programme provides the following final and interim awards:

Final Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
BA (Hons)	Film and Television Production Film and Television Production (Sandwich) Film and Television Production with a Year Abroad Film and Television Production (Sandwich) with a Year Abroad	360 credit points including 240 at level 6/5 of which 120 must be at level 6	6	All programme learning outcomes (see Table 2)

Interim Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
University Certificate		45 credit points at level 4	4	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
Certificate of Higher Education		120 credit points at level 4	4, 5	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
Diploma of Higher Education		240 credit points including at least 120 at level 5	5, 6	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
BA	Film and Television Production Film and Television Production (Sandwich) Film and Television Production with a Year Abroad Film and Television Production (Sandwich) with a Year Abroad	300 credit points including 180 at level 6/5 of which 60 must be at level 6	6	All programme learning outcomes (see Table 2)

Programme-specific assessment regulations

The programme complies with the University's academic regulations (in particular, [UPR AS11](#), [UPR AS12/UPR AS13](#) (*delete as applicable*) and [UPR AS14](#)) with the exception of those listed below, which have been approved by the University:

- Module 6CTA1110 Degree Essay (Film and Television Production) **cannot** be substituted with equivalent credits from any level to improve the degree classification of the awards BA (Hons) Film and Television Production.

Course Code	Course Instance	Award Title	Modules (child instance codes and Title)	Must be included in Award degree algorithm
CTFMTV	FMTVPA3F FMTVPA4S	BA (Hons) Film and Television Production	6CTA1110 Degree Essay (Film and Television Production)	Yes

Further points of clarification and interpretation relevant to this specific programme are given below:

- Students are expected to commit to all elements of their programme of study, be punctual in their attendance and meet deadlines. Persistent, unexplained absence or late arrival / departure from lectures, seminars and practicals is not acceptable. Attendance requirements will normally be highlighted within the relevant DMD (Definitive Module Document) or other assessment documentation (module guide or assignment brief). Lack of attendance may inhibit the student's ability to meet the learning outcomes of such modules leading to reduced or fail grades through poor performance.

Students transferring between UH and Franchise Partners:

In instances where a student has transferred between the UH and a Franchised version of *this* programme (or vice versa), final degree classification will be determined using the standard UH methodology (i.e. L5 performance will count towards classification, in addition to L6) irrespective of the location of the final year of study.

The programme operates a University-wide policy for treatment of serious adverse circumstances and students receive details in the Student Handbook.

Other information relevant to the programme

- **Copyright:** Students retain the Intellectual Property Rights, including copyright, in their films, images and other artefacts. Unless specifically notified by the student, the student grants the University the right to use any of their material for non-commercial academic use including the promotion of the Programme, School of Creative Arts and the University. The student may withdraw this consent at any time by contacting their programme leader or the School Admin. Office.

E. Management of Programme & Support for student learning.

Management

The programme is managed and administered through:

- Dean of School.
- Associate Dean of School (AQA) who has delegated responsibility for programmes in the School of Creative Arts.
- Academic Subject Group Leader with an overview of the programme.
- A Programme Leader who is responsible for the day to day management and who can advise students on the programme as a whole.
- Module Tutors who are responsible for individual modules.
- A School Admissions Tutor with specific responsibility for open days and selection.
- A designated Administrator to deal with day to day administration associated with the programme.
- A programme committee, the membership of which includes the programme administrator, academic group leader, programme leader, all teaching staff, student representatives, a technical officer and the Information Hertfordshire Manager.

Support

Students are supported by:

- The Creative Arts Toolkit <http://catoolkit.herts.ac.uk>
- Orientation for overseas students.
- An induction at the beginning of each new academic session.
- Academic Subject Group Leader to oversee and advise on programme related issues.
- Programme Leader/Year Tutor to help students understand the course/programme structure.
- Tutors to provide academic and pastoral support.
- Staff surgery hours.
- Technical Officer support.
- A designated student administrator to deal with student enquiries.
- Student representatives on Programme Committees.
- On-site shop for materials; Loan Stores for camera and other equipment.
- Academic English support.
- International Students support.
- StudyNet, a versatile on-line inter-active intranet and learning environment.
- Guided student-centred learning on StudyNet module sites.
- Attractive modern study environments in two Learning Resources Centres.
- Access to extensive digital and print collections of information resources.
- A substantial Student Centre, providing advice on issues such as finance, University regulations, legal matters, accommodation, international student support, etc.
- Office of Dean of students, incorporating Chaplaincy, Counselling and Nursery.
- Medical Centre and Pharmacy.
- University Disability Advisors.
- An Equal Opportunities Officer.
- The Careers, Employment and Enterprise service for all current students and graduates.
- The Students' Union.

F. Other sources of information

In addition to this Programme Specification, the University publishes guidance to registered students on the programme and its constituent modules:

- A Programme (or Student) Handbook;
- A Definitive Module Document (DMD) for each constituent module;
- A Module Guide for each constituent module.

The [Herts Handbook](#) is an introduction to the academic, social, cultural and sporting services and opportunities available at the University of Hertfordshire and includes the Student Charter and Student Code of Conduct.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University's rules, regulations and procedures. These are published in a series of documents called 'University Policies and Regulations' (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: <http://www.herts.ac.uk/secreg/upr/>. In particular, [UPR SA07](#) 'Regulations and Advice for Students' Particular Attention - Index' provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.

The UK Quality Assurance Agency for Higher Education (QAA) has confirmed the quality and standards of provision at the University of Hertfordshire. A key part of QAA's role is to review and report on how universities maintain their academic standards and quality, to inform students and the wider public. The team of QAA reviewers visited the University of Hertfordshire in 2015/16 and judged that its academic standards, the quality and enhancement of its students' learning experience and the quality of information about this learning experience all meet UK expectations. In other words, the University meets national requirements for standards and quality. The QAA's report can be accessed at: <http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10007147#.V-KHajXy0nE>

G. Entry requirements

We seek students with an enthusiasm for screen storytelling in film and television. You will have the creative drive to make things happen and the ingenuity to sort things out when they go wrong. You will have curiosity, resilience and a sense of humour.

The normal entry requirements for the programme from 2017 are:

- 104 UCAS points.
- GCSE Maths and English Language at grade 4 or above.
- IB - 104 points from a minimum of 2 HL subjects at H4 or above (with the remaining points to come from a combination of HL, SL and Core).

Applications will be considered on an individual basis and are particularly welcomed from students with non-standard qualifications, or from a variety of backgrounds.

Non-standard Applicants / Direct Applicants into Years 2 or 3

If you have prior higher education or equivalent work experience, it may be possible for this to be taken into account, to enable advanced entry to your chosen programme. For example, if you have a Foundation Degree/HND in an appropriate subject and are aiming to achieve an honours degree, you may be considered for exemption from Level 4 and/or Level 5 studies (the equivalent of the first and second year of a full-time degree). You may also be awarded credit for relevant prior learning such as previous courses studied (APCL) or your industrial, professional or other experience (APEL).

English Language

Overseas and European students are required to demonstrate suitable levels of English language competence. This can be through previous study in English, but we often require specific performance in English tests. All undergraduates must be able to prove a minimum of IELTS 6.0, TOEFL 213 or equivalent.

The programme is subject to the University's Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in [UPR SA03](#)), along with associated procedures. These will take account of University policy and guidelines for assessing accredited prior Certificated learning (APCL) and accredited prior experiential learning (APEL).

If you would like this information in an alternative format please contact:

School of Creative Arts, University of Hertfordshire

Telephone: 01707 285300

Email: ctaadmin@herts.ac.uk

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner's Report for the programme, please email a request to aqo@herts.ac.uk

BA Hons Film and Television Production

Table 2: Development of Intended Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

Ba (Hons) Film and Television Production

Module Title		Module Code		Programme Learning Outcomes (as identified in section 1 and the following page)																	
				Knowledge & Understanding				Intellectual Skills			Intellectual Skills				Transferable Skills						
				A1	A2	A3	A4	B1	B2	B3	C1	C2	C3	C4	D1	D2	D3	D4	D5	D6	D7
Level 4	Story and Script	4CTA1036		X				X		X	X					X			X		
	Studio and Location Production	4CTA1153	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X		X	
	Editing and Multiplatform Content	4CTA1154	X	X	X	X	X		X	X	X	X				X	X	X	X	X	X
	Film and Television Histories and Context (C&CS)	4CTA1057		X				X	X	X						X	X	X			
Level 5	Year Abroad	5CTA0001	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Professional Development	5CTA1104	X		X											X	X		X	X	X
	Cinematic Craft Skills	5CTA1148	X		X						X	X				X			X		
	Pre-Production and Production	5CTA1106	X	X	X	X		X	X	X	X		X	X	X		X	X		X	X
	Film and Television Cultures and Aesthetics (C&CS)	5CTA1072		X				X	X							X	X	X			
	Professional Work Experience 15: Screen	5CTA1007	X		X	X				X		X					X		X	X	X
Level 6	Sandwich Year (Creative Arts)	6CTA1008	X		X					X		X					X				X
	Year Abroad (Creative Arts)	6CTA0001	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Film &TV Extended Essay/Media Research Project	6CTA1110		X	X			X	X		X					X	X	X		X	
	Pre-Production, Marketing and Distribution	6CTA1062	X	X	X				X		X	X		X	X		X	X		X	X
	Professional Development 2	6CTA1061	X		X											X					X
	Multi-Platform Content	6CTA1063	X		X	X					X	X				X	X	X	X		
	Major Project Production	6CTA1064	X	X	X	X				X	X	X		X	X	X		X	X	X	X

Key: Learning Outcome which is assessed as part of the module

Bachelor's Programme Specification / December 2016 / AS Review Date October 2017

© University of Hertfordshire 2016

Key to Programme Learning Outcomes

Knowledge and Understanding

- A1. key production processes and professional practices, including emergent technologies, of the film and television industries, in the fields of production and/or post-production;
- A2. a representative selection of key works of film and television production, the historical development of particular genres, aesthetic traditions and forms, including contemporary works at the forefront of the discipline;
- A3. the development and operation of the film and television industries, their professional requirements and constraints, global scope, regulatory frameworks, business practices, audiences and patterns of consumption;
- A4. career opportunities and implications deriving from key developments in current and emerging practice in the chosen field.

Intellectual Skills

- B1. evaluate critically current debates about narrative processes and modes of representation at work in media and cultural texts;
- B2. critically analyse and situate the products of the film and television industries in historical, global and professional contexts;
- B3. consider and evaluate their own work in a reflexive manner, with reference to professional practices, conventions and current debates.

Practical Skills

- C1. initiate, develop and realise sustained creative work in the fields of film and television in either production and/or post-production;
- C2. produce work showing competence in operational aspects of media production technologies, systems, techniques and professional practices in either production or post-production;
- C3. demonstrate the effective manipulation of sound in film and television productions which are informed by an understanding of media forms and structures, audiences and specific communication registers in **post-production**;
- C4. initiate **pre-production** planning to be able to craft and manage a production either on set or on location.

Transferable Skills

- D1. utilise a range of research and critical evaluation skills, frame appropriate questions, formulate arguments cogently and draw independent conclusions to help develop films;
- D2. present and communicate effectively to specialist and non-specialist audiences in oral, written and audio visual forms;
- D3. competently retrieve information from a range of sources and use digital technologies to present texts and images in post-production;
- D4. contribute as part of a team, in a variety of roles and negotiate and pursue goals with others;
- D5. work independently, manage time, personnel and resources effectively, by drawing on planning and organisational skills;
- D6. reflect on personal strengths and identify learning goals for continuing development;
- D7. effectively deploy a range of personal and entrepreneurial skills to meet their career aspirations.

Section 2

Programme management

Relevant QAA subject benchmarking statements

Type of programme

Date of validation/last periodic review

Date of production/last revision of PS

Relevant to level/cohort

Administrative School

Communication, Media, Film and Cultural Studies

Undergraduate

December 13

March 2018 / March 2017

Level 4 entering September 2018

School of Creative Arts

Table 3 Course structure

Course Details														
Course Code		Course Description				JACS								
CTFMTV		BA (Hons) Film and Television Production				W600								
						Possible Routes (read the column down to understand the route)								
Instance Code	Intake	Stream	Instance Year	Location	Mode of Study	1	2	3	4	5	6	7	8	9
FMTVPA1S	A	BA (Hons) Film and Television Production	1	UH Hatfield Campus	Full-time/sandwich	x	x	x	x	x	x	x	x	
FMTVPA2S	A	BA (Hons) Film and Television Production	2	UH Hatfield Campus	Full-time/sandwich	x			x	x	x			
FMTVPA2AS	A	BA (Hons) (SW/YAB) Film and Television Production	2	UH Hatfield Campus	Study Abroad		x	x						
FMTV2PARAS	A	BA (Hons) (SW/YAB) Film and Television Production	2	UH Hatfield Campus	Replacement Study Abroad							x	x	
FMTVPA3AS	A	BA (Hons) (SW/YAB) Film and Television Production	3	UH Hatfield Campus	Study Abroad				x					
FMTVPA3F	A	BA (Hons) Film and Television Production	3	UH Hatfield Campus	Full-time	x							x	
FMTVPAL53S	A	BA (Hons) (SW/YAB) Film and Television Production	3	UH Hatfield Campus	Sandwich Post Study Abroad		x	x						
FMTV3PS	A	BA (Hons) (SW) Film and Television Production	3	UH Hatfield Campus	Sandwich Placement					x		x		

Instance Code	Intake	Stream	Instance Year	Location	Mode of Study	Possible Routes (read the column down to understand the route)												
						1	2	3	4	5	6	7	8	9				
FMTVPA3CPS	A	BA (Hons) (SW) Film and Television Production	3	UH Hatfield Campus	Combined Work Placement and Study Abroad													
FMTVPA4S	A	BA (Hons) (SW/YAB) Film and Television Production	4	UH Hatfield Campus	Sandwich		x		x	x	x	x						
FMTVPA4PS	A	BA (Hons) (SW/YAB) Film and Television Production	4	UH Hatfield Campus	Sandwich Placement			x										
FMTVPA5S	A	BA (Hons) (SW/YAB) Film and Television Production	5	UH Hatfield Campus	Sandwich			x										
FMTVPA1P	A	BA (Hons) Film and Television Production	1	UH Hatfield Campus	Part-time													x
FMTVPA2P	A	BA (Hons) Film and Television Production	2	UH Hatfield Campus	Part-time													x
FMTVPA3P	A	BA (Hons) Film and Television Production	3	UH Hatfield Campus	Part-time													x
FMTVPA4P	A	BA (Hons) Film and Television Production	4	UH Hatfield Campus	Part-time													x
FMTVPA5P	A	BA (Hons) Film and Television Production	5	UH Hatfield Campus	Part-time													x
FMTVPA6P	A	BA (Hons) Film and Television Production	6	UH Hatfield Campus	Part-time													x

Possible Routes:

1. Full - Time 3 year route.
2. Student doing additional study abroad in year 2, returning to complete Level 5 in year 3, progressing to Level 6 in year 4.
3. Student doing additional study abroad in year 2, returning to complete Level 5 in year 3. Student doing placement in year 4 and progressing to Level 6 in year 5.
4. Student doing additional study abroad in year 3, progressing to Level 6 in year 4.
5. Student doing a placement in year 3, progressing to Level 6 in year 4.
6. Student doing additional study abroad / placement in year 3, progressing to Level 6 in year 4.
7. Student doing Level 5 as a replacement study abroad in year 2, followed by a placement in year 3, progressing to Level 6 in year 4.
8. Student doing Level 5 as a replacement study abroad in year 2, progressing to Level 6 in year 3.
9. Part-Time 6 year route.