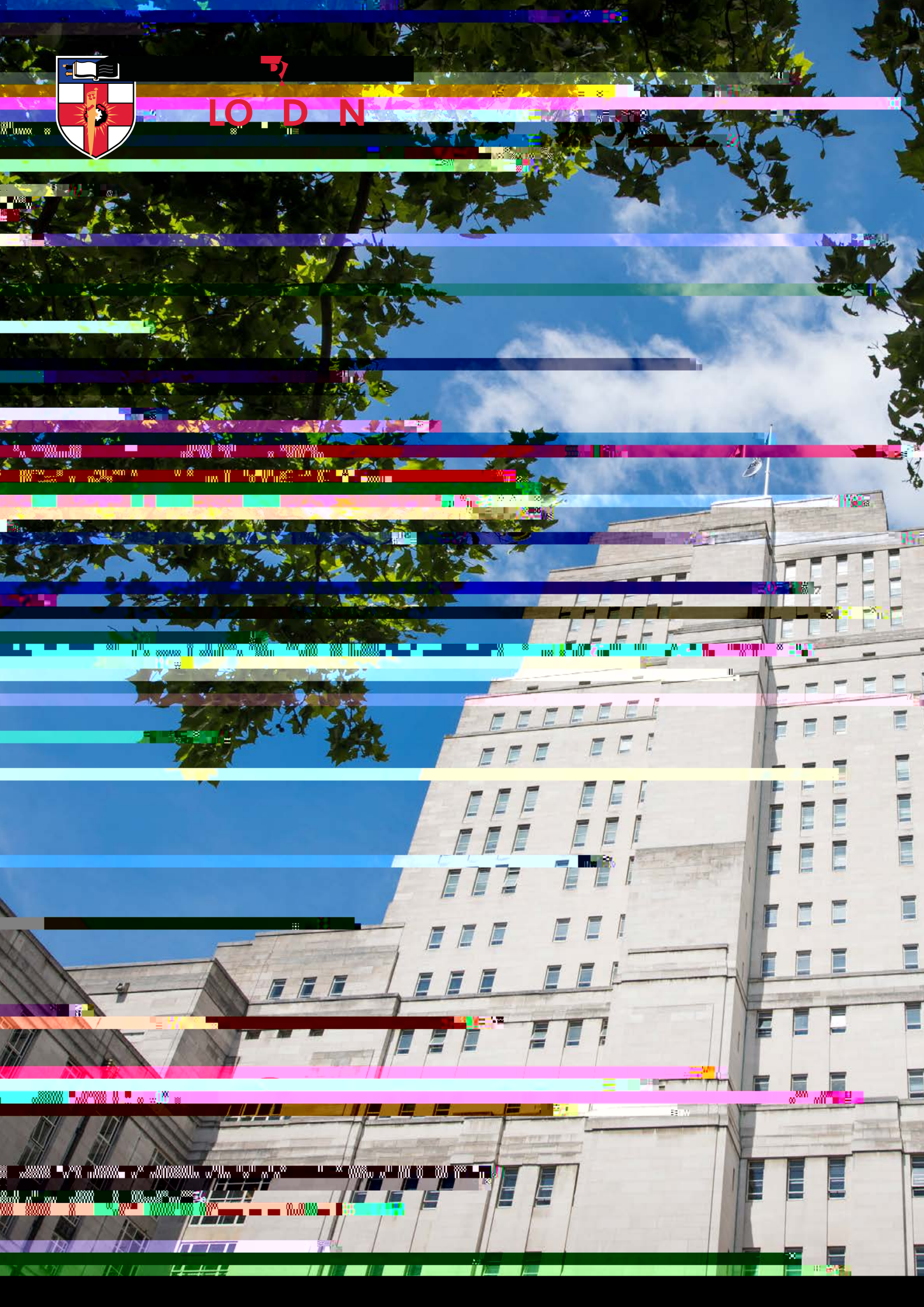# Important information regarding the Programme Specification

About this document

Last revised 21 December 2023

The Programme Specification gives a broad outline of the structure and content of the programme, the entry level qualifications, as well as the learning outcomes students will achieve as they progress. Some of the information referred to in this programme specification is included in more detail on the University of London website. Where this is the case, links to the relevant webpage are included.

Where links to external organisations are provided, the University of London is not responsible for their content and does not recommend nor necessarily agree with opinions expressed and services provided at those sites.

For queries about any of the programme information provided, whether here or on the website, registered students should use the ask a question button in the student portal; otherwise the Contact Us button on each webpage should be used.

Terminology

The following language is specific to the programme:

Module: Individual units of the programme are called modules. Each module is a self-contained, formally-structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

Key revisions made

Programme specifications are revised annually. The relevant committee of Birkbeck, as part of its annual review of standards, confirms the programme structure and the educational aims and learning outcomes, and advises on any development in student support.

Where changes have been made which may impact on continuing students, these are listed below. For all new students, the programme and general information provided in this document is correct and accurate and will be applicable for the current year.

Significant changes made to the programme specification 202 4-2025

English language requirements ±additional note emphasising that all teaching is in English. Therefore, students will need to have the required level of written and spoken English to cope with their studies right from the start.

Internet access and computer specification ±updated to reflect minimum computer requirements.

Assessment methods ±Definition of examination and information on assessments updated.

Student support and guidance ±Information on UoL Careers Service added.

Quality evaluation and enhancement ±Information on quality assurance mechanisms updated in line with sector practice.

Assessment methods ±The Leading and Developing People (OPM230) module, which is solely available on the Human Resource Management (HRM) structure, has been withdrawn to new registrations and is available as a resit only in 2024-25. The Leadership and Performance Management (OPM200) module has been retitled Leadership (OPM200).

Exit qualifications are awarded at the discretion of the Board of Examiners. A student who has accepted an exit qualification is not permitted to register again on the same programme with the University of London.

by careers consultants, employer and alumni panel events and a range of online careers resources.

The Virtual Learning Environment (VLE): This gives access to materials (including lessons, activities and assignments) for each module studied.

The VLE also includes a range of additional study resources such as:

- o Online student café and discussion areas which allow students to communicate with each other.
- o Past examination papers and examiners' commentaries; these provide generic feedback from assessment and guidance on writing examinations.
- o Employability skills module; guidance on how to manage your career in the future.

Student Guide: This provides information which is common to all students and gives L Q I R U P D W L R Q   D E R X W   P D W W H U V   R I   L P S R U W D Q F H   I U R P   W K H the University of London through to their graduation.

Programme Handbook: This tells students how to access available resources and assessment and examinations procedures.

Module subject guides for each module studied; these introduce and develop the topics.

The Online Library: This provides a range of full-text, multidisciplinary databases where journal articles, book reviews and reports can be found.

University of London library: Registered students may use the resources located within the Senate House library.

A University of London email account and web area for personal information management.

Quality evaluation and enhancement

The University of London delivers the majority of its online and distance learning programmes through a collaboration between the University of London Worldwide and federation members of the University of London. However, some of the online and distance learning programmes draw solely on academic input from the University of London, and are delivered without academic lead by a federation member. The policies, partnerships (where applicable) and quality assurance mechanisms applicable for the programmes are defined in the following key documents: The Quality Assurance Schedules, Guidelines for Examinations, General Regulations and, for each programme, programme specific regulations.

Awards standards

All University of London awards P X V W   F R P S O \   Z L W K   W K H   2 I I L F H   I R U Students' Conditions of Registration relating to quality and standards, which includes condition B5 (sector-recognised standards). This is to ensure appropriate standards for each qualification. In addition, every online and distance learning programme that is developed by a federation

member of the University of London (or a consortium with representation by more than one member institution) will be developed to the same standard as would be applied within the institution concerned. Proportionate and robust approval procedures, including external scrutiny and student engagement are in place for all programmes. Learning materials are written and all assessments are set and marked by academic staff who are required to apply
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