1. Programme Title(s) and Code(s): ** Please insert the titles of the programmes covered by this specification document, stating clearly the qualification and desired subject of study and following the format “Award in Subject”. e.g. MA Honours in History or MSc in Information Technology. Enter the principal final award in the main approving college in the first row then below that in the second row any other possible awards or equivalent principal awards in the same subject in other colleges (e.g. a BSc Honours in Geography may also be available as an MA Honours in Geography). Do not include exit points or other programmes which cannot be applied to directly. You should use question A.2 of the programme support document to indicate what type of exit awards are available. Leave the right column blank - it is for administrative use only. If this programme is collaborative, please ensure you include the name of the collaborative institution(s) in brackets at the end of the programme title.

<table>
<thead>
<tr>
<th>Programme Title</th>
<th>UCAS GU Code Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The programme title should be written with the qualification first, followed by the subject of study, e.g. MLitt in Theology and Religious Studies.</td>
<td>The programme code will be generated once the programme proposal has been submitted for approval in PIP.</td>
</tr>
</tbody>
</table>

2. Academic Session: ** Please select the academic session in which this new programme will start (or revision to this specification will apply).

From the drop-down list, select the session in which the new programme will begin or in which changes to an existing programme will take effect. Please note that once a proposal has been submitted, the entry in this field cannot be changed and a new proposal will be required.

3. SCQF Level: ** Please select the SCQF level (see Appendix 1 of the guidance notes).

‘11’ should be selected from the drop-down list.

4. Credits: ** Please enter the number of credits, which would normally be e.g. 180, 360, 480 or 540.

The credits will normally be 180 for a Masters, 120 for a PG Diploma and 60 for a PG Certificate.

5. Entrance Requirements: ** Please provide a link to the Entry Requirements section for the programme in the online Prospectus. If the programme is new and so not listed in the Prospectus, explain the entry requirements here — you can copy and edit wording from a related programme in the online Prospectus.

This field should normally be populated with ‘Please refer to the current graduate prospectus at http://www.gla.ac.uk/postgraduate/’.

6. ATAS Certificate Requirement (see Academic Technology Approval Scheme): ** If this programme falls into the small set of subject areas that are considered to be of a sensitive scientific or technological nature and require students studying on it to have a certificate from the Academic Technology Approval Scheme, please indicate this below.

This field should normally be populated with ‘ATAS Certificate not required’.

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1 This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if full advantage is taken of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each course can be found in course handbooks and other programme documentation and online at www.gla.ac.uk

The accuracy of the information in this document is reviewed periodically by the University and may be checked by the Quality Assurance Agency for Higher Education.
7. Attendance Type: "Is this programme Full Time, Part Time or Both?"
Select the appropriate response from the drop-down list. If the programme is only to be offered full-time, please provide the Higher Degrees Board of Studies with a rationale for this.

8. Programme Aims: "See Section 5.2 of the Guidance Notes. Please remember that the aims should be written in a student-friendly way. The programme aims should start with a short paragraph describing the subject of study, emphasizing any distinctive features of the programme. Follow with a list of the principal aims of the programme as a whole (normally not more than 6).

As stated above, this field should begin with a short introductory paragraph describing the subject of study covered by the programme and emphasising any distinctive features of the programme.

The aims should follow this paragraph and should express what the programme offers to students. The Board asks that the aims be presented as follows:

This programme aims to:

- Aim 1
- Aim 2
- Aim 3

The Board would expect a maximum of 6 aims.

Guidance on writing programme aims is available in Section 4 (page 8) of the document ‘Guidelines for Programme and Course Design and Review (Updated Jan 2014)’, available at: http://www.gla.ac.uk/services/learningteaching/resourcesforstaff/goodpracticeresources/programmeandcoursedesignandreview/

Proposers can also contact the Learning and Teaching Centre for further advice on writing aims.

9. Intended Learning Outcomes of Programme: "See Section 5.3 of the Guidance Notes. This field should describe the programme’s intended learning outcomes, reflecting the core attributes of a graduate of the programme. The intended learning outcomes should summarise what all students should be able to do or to demonstrate, in terms of particular knowledge and understanding, skills and other attributes, and should be written at a level that reflects the final award.

The intended learning outcomes should describe what students should be able to do or demonstrate, in terms of particular knowledge, skills and attitudes, by the end of the programme. They should reflect the level at which they are aimed and should be written using a range of active verbs and avoiding such words as ‘understand’, ‘appreciate’, ‘demonstrate’, ‘show’, and ‘display’.

The ILOs should be presented using the below text with which this field is auto-populated:

The programme provides opportunities for students to develop and to demonstrate knowledge and understanding, skills and other attributes as described below.

Knowledge and Understanding

By the end of this programme, students will be able to:

- 

Skills and Other Attributes

By the end of this programme, students will be able to:

Subject-specific/practical skills
**Intellectual skills**

**Transferable/key skills**

The Board would expect a maximum of 6 ILOs.

Guidance on writing course ILOs is available in Section 4 (page 8) of the document ‘Guidelines for Programme and Course Design and Review (Updated Jan 2014)’, available at: [http://www.gla.ac.uk/services/learningteaching/resourcesforstaff/goodpracticeresources/programmeandcoursedesignandreview/](http://www.gla.ac.uk/services/learningteaching/resourcesforstaff/goodpracticeresources/programmeandcoursedesignandreview/)

Proposers can also contact the Learning and Teaching Centre for further advice on writing ILOs.

10. Typical Learning and Teaching Approaches: **See Section 5.5 of the Guidance Notes. This field should identify the typical learning and teaching approaches for the programme.**

Consideration should be given as to how the teaching approaches used support learning and hence the achievement of the ILOs.

Provide details of the range of methods by which the teaching of this programme will be delivered, e.g. lectures, seminars, workshops, etc. Reference should not be made to any specific courses.

11. Typical Assessment Methods: **See Section 5.4 of the Guidance Notes. This field should provide an overview of the typical assessment methods used in the programme, bearing in mind that assessment takes place at course level.**

This field should detail how the assessment for the programme (conducted via course assessments) is structured to ensure that the learning outcomes are tested effectively, i.e. in such a way that enables all students to demonstrate achievement of outcomes to the best of their ability.

Provide details of the range of assessment methods used throughout the core and optional courses attached to this programme including specific types of assessment used, e.g. examinations, essays, presentations, etc. Reference should not be made to any specific courses.

The example provided in Section 5.4 of the Guidance Notes is as follows:

The student’s theoretical knowledge of the principles and methods of archaeology will be assessed in the examinations, coursework essays and fieldwork assignments set within the core courses in general and theoretical archaeology. They will be further assessed in the examinations and coursework set within the optional courses comprising the programme. The student’s detailed knowledge of two or more special areas of archaeology will also be assessed in the examinations and coursework set within these optional courses. The student’s laboratory skills and scientific report writing will be assessed throughout the programme as part of the core course in artefact dating.

12. Programme Structure and Features: **See Section 5.7 of the Guidance Notes. Please provide an easily-understood description of the programme structure, year by year. Add extra rows for each year as required. This information will inform plan rule building on MyCampus. If the programme is available on a part-time basis, please ensure you provide details of the part-time structure to be followed. If any component course is collaborative or taught anywhere other than the University of Glasgow, ensure you include the name of the collaborative/teaching institution(s) in brackets at the end of the course title. Retain the standard text provided under the sub-heading ‘Regulations’.**
Use the table below to provide details of all core and optional courses available as part of this programme. Where a vast number of option courses are available to students, these can be entitled ‘Option 1’, ‘Option 2’ but a web link to a list of the available option courses should be provided.

For programmes that are also available part-time, another table should be added outlining a sample structure to be followed by part-time students.

Information on exit points should be provided, making note of how many credits a student requires to exit at each point (reminder: students can exit at 60 credits with a PG Certificate, and at 120 credits with a PG Diploma).

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Credits</th>
<th>Core</th>
<th>Optional</th>
<th>Semester(s) taught</th>
</tr>
</thead>
</table>

Features

Regulations

This programme will be governed by the relevant regulations published in the University Calendar. These regulations include the requirements in relation to:

(a) Award of the degree
(b) Progress
(c) Early exit awards
(d) Entry to Honours (For undergraduate programmes, where appropriate)

http://www.gla.ac.uk/services/senateoffice/calendar/

13. Programme Accredited By: Please provide the name of relevant Professional or Statutory Bodies if applicable. Please note that the text used here will appear directly on a student’s Higher Education Achievement Report (HEAR). Further details about the arrangements for accreditation could be included under Additional Relevant Information below. If not applicable, please leave this field blank.

This field should be left blank.

14. Location(s): ** Please indicate the location(s) at which this programme is normally taught.

The default location is Glasgow. Amend or add to this as appropriate.

15. College: ** Please select the college with responsibility for approving the programme.

College of Arts’ should be selected from the drop-down list.

16. Lead School/Institute: ** Please select the school/institute to which the programme belongs from the list. If more than one school/institute is involved in the delivery of the programme, then please record only the lead school/institute.

Select the lead School to which this programme belongs.

17. Is this programme collaborative with another institution: ** Is this programme collaborative with any other institutions? Please select either Yes or No from the list.
Select the appropriate response from the drop-down list.

18. Awarding Institution(s): **Please give the name(s) of the institution(s) responsible for awarding this degree (up to five).

This field is auto-populated with ‘University of Glasgow’.

19. Teaching Institution(s): If more than one institution is involved in the delivery of the programme, please list those involved. University of Glasgow should normally be included.

This field is auto-populated with ‘University of Glasgow’. This should remain, and any other teaching institutions involved in the delivery of the programme should be added.

20. Language of Instruction: **Please state the language in which students will normally be taught.

The default language is English. Amend or add to this as appropriate.

21. Language of Assessment: **Please state the language in which students will normally be assessed.

The default language is English. Amend or add to this as appropriate.

22. Relevant QAA Subject Benchmark Statements (see Quality Assurance Agency for Higher Education) and Other External or Internal Reference Points: See Sections 1.3 and 5.6 of the Guidance Notes. Please refer to any QAA subject benchmark statement relevant to this programme by means of its URL, e.g. www.qaa.ac.uk/academicinfrastructure/benchmark/honours/chemistry.pdf. Likewise refer to any other relevant benchmark, such as the requirements of a professional statutory body. Enter ‘Not applicable’ if there is no such benchmark.

If none, enter ‘Not Applicable’.

23. Additional Relevant Information (if applicable): See Section 5.8 of the Guidance Notes. Standard text is given below and should not be deleted, please append any relevant text to emphasize distinctive features such as library and IT facilities, student support systems or employability.

Support for students is provided by the Postgraduate/Undergraduate Adviser(s) of Studies supported by University resources such as the Student Learning Service (www.gla.ac.uk/services/sls/), Counselling & Psychological Services (www.gla.ac.uk/services/counselling), the Disability Service (www.gla.ac.uk/services/studentdisability/) and the Careers Service (www.gla.ac.uk/services/careers/).

The text in the above field should remain, and any additional information on the School/Subject Area can be included in this field (with relevant web links), such as:

- school specific Library and IT facilities;
- student support systems or services;
- employability or other School initiatives;
- student feedback and representation opportunities;
- examples of employment or further study undertaken by recent graduates

There could also be references to more detailed information on the programme, School, and/or University (either publications or web links).

24. Date of approval: This field will be automatically populated when the proposal is approved in PIP. This field is auto-populated.