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PROGRAMME SPECIFICATION
Course record information

Name and level of final award:	BSc Honours Medical Sciences The BSc Honours Medical Sciences is BSc degree that is Bologna FQ-EHEA first cycle degree or diploma compatible.
Name and level of intermediate awards:	BSc Medical Sciences Diploma of Higher Education Medical Sciences Certificate of Higher Education Medical Sciences
Awarding body/institution:	University of Westminster
Teaching Institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of delivery:	Cavendish Campus
Language of delivery and assessment:	English
Mode, length of study and normal starting month:	Three years full time. September start.
QAA subject benchmarking group(s):	Biomedical Sciences
Professional statutory or regulatory body:	N/A
Date of course validation/review:	March 2019
Date of programme specification approval:	
Valid for cohorts :	2019/20 level 4
Course Leader	
UCAS code and URL:	http://www.westminster.ac.uk/courses/undergraduate

What are the minimum entry requirements for the course?
There are standard minimum entry requirements for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information.

westminster.ac.uk/courses/undergraduate/how-to-apply

For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

More information can be found here: westminster.ac.uk/courses/undergraduate/how-to-apply

Admissions and Equal Opportunities
In accordance with the University's Equal Opportunities Policy, applicants are assessed for admission according to the University Admissions Regulations for Taught Courses. The University will admit students to its courses on the basis of the following principles:

a) Reasonable expectation that the applicant will be able to fulfil the objectives of the course and achieve the standard required for the award;
b) The University requirements for admission to the course leading to a particular award;
c) Equality of opportunity for all applicants.

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Students with disabilities are welcome at the University and there are various ways in which support is provided. Students are actively encouraged to make known their requirements and disability in a timely manner so that appropriate services and practices can be provided where necessary.

An applicant who has declared a disability (other than Dyslexia) on their application form is automatically referred to the relevant Disability Adviser, or where necessary, to the University's Student Health Service. The purpose of this is to assess the applicant's needs in terms of any assistance that can be provided by the University, and allow the applicant to decide if the available support and accommodation meets their needs.

Aims of the course

The BSc Medical Sciences course has been designed to

- promote professionalism as a fundamental attribute of academic and professional life
- develop the students' knowledge of biological and medical sciences in order that they may analyse and understand the basis and treatment of human disease
- enable students to apply their understanding of disease processes and diagnostic procedures in the context of a clinical environment
- promote students' awareness of the impact of the advances in science and technology on diagnosis and treatment of human disease
- enable students to function in, and/or relate to, the work undertaken in a variety of diagnostic and therapeutic settings.
- produce graduates capable of carrying out scientific research.
- develop transferable skills which will enhance employability prospects, postgraduate education and continuing professional development.
- offer an overseas experience to successful students through international collaborations
- meet the requirements for progression to an MD programme at one of our partner institutions and through that progression be subsequently eligible to sit the Professional and Linguistic Assessments Board (PLAB) test of the UK General Medical Council if required.

What will you be expected to achieve?

Learning outcomes (LO) are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement the learning outcomes broadly fall into four categories:

- The overall **knowledge and understanding** you will gain from your course (KU).

- **Graduate attributes** are characteristics that you will have developed during the duration of your course (GA).

- **Professional and personal practice learning outcomes** are specific skills that you will be expected to have gained on successful completion of the course(PPP)

- **Key transferable skills** that you will be expected to have gained on successful completion of the course. (KTS)

Course learning outcomes are not delivered within the individual modules, but the core modules identified in brackets below, focus on the delivery of particular course learning

outcomes as shown. Note that individual modules have module specific learning outcomes (these are identified in the module proformas, which are published in the course handbook).

Level 4 LO

Level 4 gives you an opportunity to acquire the necessary background scientific knowledge for further studies in the Medical Sciences. In addition, you will be able to develop the relevant analytical, communication and professional skills appropriate to this level.

Upon completion of level 4 you will be able to demonstrate:

LO 4.1 Broad understanding, concepts and terminology of biochemistry, molecular biology with genetics, including structure and function of biological molecules, cellular metabolism, structure and function of genes, mechanisms of their control and regulation. **KU** (Biochemistry)

LO 4.2 Broad understanding of concepts and terminology of structure and function of prokaryotic and eukaryotic cell biology, including their life cycle, cell division, self-replication and death. **KU** (Cell biology)

LO 4.3 Broad understanding of the structure, function and control of the human body, its component parts and major systems, terminology of human anatomy and physiology. **KU** (Human Physiology, Functional Anatomy)

LO 4.4 Good understanding the need to establish and maintain a safe practice environment, key principles and laboratory processes, health & safety legislation, the Human Tissue Act, correct use of SI units, importance of quality assurance. **KU** (Critical skills for the Biomedical sciences)

LO 4.5 The use of the standard laboratory techniques safe handling of laboratory materials, the collection, manipulation and presentation of experimental data and the use of basic numeracy skills. The ability to evaluate your own strengths and weaknesses in the subjects studied to continually demonstrate personal development. **PPP** (Critical skills for the Biomedical sciences)

LO 4.6 An understanding of the development, delivery, pharmacokinetics, effects and side effects of therapeutic drugs. **KU** (Fundamentals of Pharmacology)

LO 4.7 The acquisition of a broad knowledge base, ability to access library resources, online material and undertake simple research tasks with guidance and the ability to communicate in written, oral and audio-visual modes, acknowledging academic standards, professional protocols and a range of audiences. **KTS** (Cell biology & Biochemistry)

LO 4.8 Effective work with others on common task, ability to recognise the factors affecting team performance, the need for time management and self-reflection. **KTS** (Human Physiology)

Level 5 learning outcomes

At level 5 you will acquire expertise in a comprehensive range of biomedical sciences subject specific knowledge, specialist investigative techniques, data analysis and research methods. In addition, you will be able to develop relevant professional and key transferable skills for your continuing in Higher education or employability.

Upon completion of level 5 you will be able to demonstrate:

LO 5.1 A detailed knowledge of host-pathogen interactions on the population, organismal and molecular levels, body response mechanisms and how they affect human health. **KU** (Infection and Immunity, Physiological Networks)

LO 5.2 Detailed understanding of the complex processes and events leading to human diseases and the principles of a system-led approach to the study of disease and its treatment. **KU** (Medical Physiology, Physiological Networks)

LO 5.3 A critical awareness of human genetics, pattern of inheritance with methods of genetic testing and associated ethical issues. **KU** (Medical Genetics and Genomics)

LO 5.4 A detailed knowledge of biochemical mechanisms involved in regulation of homeostasis; causes and consequences of metabolic disorders which affect human wellbeing. **KU** (Metabolic Biochemistry, Medical Physiology, Physiological Networks)

LO 5.5 Awareness of current UK legislations, British, European and International Standards that govern and effect pathology and biomedical laboratory practice, the importance and ability to maintain confidentiality and to obtain informed consent. **PPP** (Medical Genetics and Genomics)

LO 5.6 Ability to devise and perform experiments to provide new information, evaluate experimental methods for investigation in biomedical sciences, select appropriate statistical methods, use relevant software packages and evaluate their application to experimental data. **PPP** (Infection and Immunity, Research Methods)

LO 5.7 Effective management of your own learning strategy in the biomedical sciences, making effective and critical use of the variety of resources available and ability to access and use the scientific literature, including electronic databases. **KTS** (Metabolic Biochemistry, Medical Physiology)

LO 5.8 Expertise to retrieve scientific or clinical information from the literature, including interrogation of electronic databases, to collect and synthesise this information and produce a literature review of an area, cite the scientific literature according to an accepted format and prepare a design for a new research project. **KTS** (Medical Physiology, Research Methods)

Level 6 learning outcomes

The final year of your course Level 6 focuses on integrating your learning to support a multidisciplinary approach to research, diagnosis and management of disorder and disease. You will also enhance your graduate attributes and become socially, ethically and environmentally aware of the developments in the global market.

Upon completion of level 6 you will be able to demonstrate:

LO 6.1. The capacity to explain in detail how disruption or alteration to normal physiology may arise through pathology, changing environments and changing physiological state. **KU** (Applied Medical Science, Human Physiological Adaptations)

LO 6.2 An understanding of the process of disease investigation including the contribution of clinical, laboratory and medical imaging techniques, aetiology, epidemiology and changing patterns of disease worldwide. **KU** (Applied Medical Science, Clinical Immunology and Immunohaematology, Cancer Biology)

LO 6.3 An understanding of the role of the immune systems in health and disease including disease states associated with abnormal immune function, blood grouping, tissue typing and transfusion reactions/ transplant rejection. Advances in immunological methods. **KU** (Clinical Immunology and Immunohaematology)

LO 6.4 Understanding of the key molecular changes in tumour development and progression, clinical manifestations of those changes and the clinical, laboratory and imaging techniques employed in the diagnosis of cancer and monitoring of treatment efficacy. Mechanisms and processes of metastasis. **KU** (Cancer Biology)

LO 6.5. Knowledge of genetic & congenital disease; current and the possible future uses of gene-based and cell-based therapies which complement conventional pharmacological treatments for these conditions. **KU** (Applied medical Science)

LO 6.6 Ability to design and carry out an independent research project within an appropriate area, record, analyse and interpret results, and produce a detailed and coherent written project report. **PPP** (Research project)

LO 6.7 Clear strategy to identify methods/tools appropriate in the results interpretation, including effective use of statistical and bioinformatics methods, ability to justify their choice and to critically evaluate their success. **KTS** (Research project, Applied Medical Science, Cancer Biology, Human Physiological Adaptations and Clinical Immunology and Immunohaematology)

LO 6.8 The ability to interact with peers in logical, informed clinical/ scientific discussion and communicate the outcomes clearly to specialist, non-specialist and lay audiences through a variety of methods/ media. **PPP** (Research project, Human Physiogical Adaptations)

How will you learn?

The BSc Honours Medical Sciences course responds to the rapidly changing healthcare setting with the demand for multi-skilled IT literate professionals, who need to be able to demonstrate competency in a wide range of diagnostic and clinical techniques and work effectively in a modern healthcare service. Our teaching and learning strategy is designed to reflect this, as the philosophy of the course is inherently *interdisciplinary*. We aim to provide you with a broad range of practical and conceptual knowledge and skills specific to the medical sciences, but also applicable to the wider skills required in the workplace. We also engage you with the broader ethical and social contexts that affect us all, and ask you to become an effective communicator through diverse media for local and global audiences. We thereby build your Graduate Attributes as well as your technical skills as Medical Scientists and, following successful completion of your MD as clinicians.

The teaching and learning methods on the course are directly related to the aims and learning outcomes identified above. We have designed the course to lead you from a broad understanding and skills across all course subjects and key theoretical concepts, to focused knowledge and skills in depth by the end of the course. At the point of graduation we also intend that you will be prepared for your continued studies towards an MD degree at your chosen partner institution and the professional opportunities open to you for your future careers.

A number of different teaching styles may be expected, according to the nature of the subject matter covered in the different modules. At Level 4, the modules provide core knowledge and skills across the biomedical sciences. Much of the Level 4 programme is common across the Department's undergraduate module scheme. The module Critical Skills for the Biomedical Sciences enables all Medical Sciences undergraduates to develop selected study and key skills that form a basis for continued personal development in higher levels of the programmes. General laboratory skills are embedded within core modules at Level 4 and 5 and in addition the Research methods module at Level 5 will prepare you for the final year project. In general modules are delivered using combinations of lectures, tutorials, laboratory-based practical sessions, problem solving and computer-based exercises with student-centred learning. A parallel process in theoretical study accompanies the practical modules, with you being encouraged to integrate theory and practice throughout. Modules at levels 5 and 6 (2nd, 3rd year) address work-related skills to support career development.

At all levels teaching includes lectures and seminars and practical laboratory work, group activities and tutorials, together with supervised use of facilities.

You receive continuous formative feedback through online activities, group and one-to-one tutorials and periodic reviews, designed to give you multiple points of guidance throughout your studies and before a final assessment.

The scheduled / supervised time represents only a proportion of study for each module (approximately one third overall). The remaining time is self-managed by you, so offering scope for creative experimentation, exploration and the emergence of the autonomy required of you in professional life.

Core lectures in levels 4 & 5 (years 1 and 2) address the whole year group, whereas tutorials and seminars are generally undertaken in smaller groups. Your final year Research Project is supported through focused one-to-one tuition with a project supervisor.

We support our modules with online material through Blackboard, the University's Virtual Learning Environment. This material may include recorded lectures, videos, practical examples, computer-based exercises, technical support, key references, discussion groups, blogs, and many other functions.

How will you be assessed?

Our assessment strategy reflects the philosophy of the course, aiming to develop the creative, flexible and thoughtful scientists of the future. Assessment is integral to the overall learning process, and we offer a range of assessment methods. This will allow you to demonstrate your skills and understanding in a variety of ways. The benefit is that this provides a range of activities in which to excel, so supporting and encouraging a variety of preferred learning styles.

Module assessment is frequently on the basis of examination and course work ratios of 50:50 or 60:40. Several modules in the scheme are assessed by 100% course work. Assessment methods for course work are varied and include essays, practical work, group work, presentations and reports. The 40 credit Level 6 Research Project is assessed by written thesis.

Clear Assessment Criteria are stated in module documents, and these are linked to the module Learning Outcomes. You will receive written feedback from all assessments, and this directly relates to the assessment criteria for each module. You will also have an opportunity to discuss the outcome with module staff.

Formative feedback is also given throughout modules in tutorials, group discussions, and in the laboratory practical sessions. It is designed to inform you of areas for improvement, and of current strengths which are to be nurtured and developed.

Some modules may be partly or wholly peer assessed (by groups of your fellow students, but under staff supervision) to support you in developing skills in critical judgement and self-evaluation.

Some modules assess learning outcomes from another module (called 'synoptic assessment'). This allows you to combine elements of learning from different modules and show your accumulated knowledge and understanding of biomedical sciences theory and practice (especially the linkage of theory and practice). It also helps to reduce formal assessment and so ensure that you have as much time and opportunity as possible to develop your skills, knowledge and experience.

Employment and further study opportunities

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students. For those that continue onto an MD programme at one of our

international partner medical schools this will be enhanced by an opportunity to further their knowledge and experience on a truly international scale.
University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:
• Critical and creative thinkers
• Literate and effective communicator
• Entrepreneurial
• Global in outlook and engaged in communities
• Social, ethically and environmentally aware

These Graduate Attributes are oriented towards your employability after completion of the course, and are aligned to the Course Learning Outcomes as follows:

Table 1. Alignment of Graduate Attributes to Course Learning Outcomes

Graduate Attribute	Evident in Course Learning Outcomes
Critical and creative thinker	LO4.1, LO5.3, LO6.1, LO6.5, LO6.8
Literate and effective communicator	LO4.7, LO4.8, LO5.5, LO5.8, LO6.5, LO6.8
Entrepreneurial	LO4.5, LO4.7, LO5.6, LO5.7, LO6.6, LO6.8
Global in outlook and engaged in communities	LO4.4, LO4.8, LO5.4, LO5.5, LO6.2, LO6.5, LO6.7
Socially, ethically and environmentally aware	LO4.1, LO4.2, LO4.3, LO4.5, LO5.3, LO5.4, LO5.7, LO6.4, LO6.5, LO6.6, LO6.7

The majority of graduates from the BSc (Hons) Medical Sciences will go on to study for their MD at one of our partner medical schools providing that they have successfully completed their studies at the University of Westminster and the additional distance learning and/or summer schools required by their chosen medical school (see below). If however they should choose not to continue on to study medicine, graduates from Medical Sciences have a high employment rate and are sought by a wide range of employers including those in the, forensic laboratories, research laboratories in universities, government or charity-funded research laboratories, research development for the pharmaceutical, diagnostics, medical devices and laboratory instrumentation industries, clinical trials, regulatory affairs (drug registration and patents), commerce (sales and marketing) related to healthcare and diagnostics products. The subsequent completion of an MD programme at one of our international partner medical schools will qualify you to practice medicine in a number of countries throughout the world (subject to local requirements and processes for registration)
We also have a strong record in preparing graduates for postgraduate study across a range of biomedical and molecular disciplines, as well as postgraduate teacher training.
Graduate employment and opportunities in the biomedical sciences industries are constantly shifting, and graduates from this course have demonstrated their responsiveness to these changes. We regularly monitor graduate career destinations, and reflect on this information in the planning of the course curriculum.

Employability & Skills Strategy
The course has an Employability & Skills Strategy, published in the Course Handbook. This is intended to provide a framework to guide you through your studies and prepare you for employment and further study. The specific modules for implementing this are Critical Skills for Scientists (Level 4), laboratory analytical skills (level 5) and independent research project (level 6). Opportunities for work experience and study abroad will also enhance your employability prospects.

All course modules incorporate Key Transferable Skills, which are also integral to the course Employability & Skills Strategy. Key Transferable Skills support you in seeking entry into the biomedical sciences industries, as well as into a broad range of other professions & employment.

A further element of our Employability & Skills Strategy is the use of Personal Development Planning (PDP). This enables you to reflect upon personal and career goals, and the means by which these may be achieved. We build this process throughout the course, as well as referring you to this through the Academic Tutorial Scheme.

Work Experience and Projects

All students are encouraged to undertake practice-based placement work experience after Level 5. We encourage you to ensure that this is in an aspect of the professions most appropriate to your personal career goals. Many students also undertake a very diverse range of professional experience at other stages of the course, often at a high professional level. Again, our location in London facilitates you in finding such work experience, with numerous opportunities available within the biomedical laboratories in London, UK and abroad.

Our students are also encouraged to successfully integrate all such opportunities into the general programme of study. Our aim is to foster a culture of gathering expertise, building professional networks, and expanding academic learning with the knowledge and skills gained in laboratory environments.

Course structure

This section shows the core and option modules available as part of the course and their credit value. **Full-time Undergraduate students study 120 credits per year**. Course structures can be subject to change each academic year following feedback from a variety of sources.

Credit Level 4				
Module code	**Module title**	**Status**	**UK credit**	**ECTS**
4BIOM003W	Critical skills for the Biomedical Sciences	Core	20	10
4PHYM001W	Human Physiology	Core	20	10
4BICH001W	Biochemistry	Core	20	10
4BIOM004W	Functional Anatomy	Core	20	10
4BIOL002W	Cell Biology	Core	20	10
4PHYM002W	Fundamentals of Pharmacology	Core	20	10
Award of Certificate of Higher Education available				
Summer school attendance may be required depending on the MD partner selected				
Credit Level 5				
Module code	**Module title**	**Status**	**UK credit**	**ECTS**
5BICH001W	Metabolic Biochemistry	Core	20	10
5BIOM001W	Medical Genetics and Genomics	Core	20	10
5BIOM008W	Infection and Immunity	Core	20	10
5BIOM010W	Research Methods	Core	20	10
5PHYM001W	Medical Physiology	Core	20	10
5PHYM002W	Physiological Networks	Core	20	10
Award of Diploma of Higher Education or Foundation Degree available				
Summer school attendance may be required depending on the MD partner selected				
Credit Level 6				

Module code	Module title	Status	UK credit	ECTS
6BICH003W	UG Research Project	Core	40	20
6BIOM003W	Clinical Immunology and Immuno-haematology	Core	20	10
6BIOM006W	Applied Medical Science	Core	20	10
6BIOM007W	Cancer Biology	Core	20	10
6PHYM001W	Human Physiological Adaptations	Core	20	10
Summer school attendance may be required depending on the MD partner selected				
Award of BSc available **Award of BSc Honours available.** **Award of BSc Honours required to progress to MD programme at partner medical schools along with satisfactory completion of any additional studies programme required by the partner medical school (see below)**				

Additional studies required for progression to MD programmes at partner medical schools

Each of our partner medical schools has specific additional study requirements in order to gain entry to their MD programme following the successful completion of your BSc (Hons) Medical Sciences at the University of Westminster. These additional studies may take the form of distance learning material, on-line courses or summer schools at the partner institution and will vary depending on which medical school you have selected as your intended destination upon completion of the BSc programme. These additional studies will be organised and assessed (where appropriate) by the partner institution and successful completion of these studies (including passing any assessments) will be required in order to progress onto the MD programme. Further details of the additional studies required for each partner medical school and other relevant information about the institutions and their location etc. will be available to students at the point at which they are required to choose their intended progression route. Further advice is also available from the course team.

Whilst the content and assessment of the additional studies will be organised and administered by the appropriate partner institution, students are also required to independently document and record what they have learnt in these studies/ visits. This can be best achieved by the generation of an electronic Personal Development Portfolio (ePDP) which can be created, populated and stored through our Virtual Learning Environment, Blackboard. This ePDP can then be used to evidence skills and knowledge acquired alongside your academic programme at the University of Westminster.

Professional Body Accreditation or other external references

BSc Honours Medical Sciences and the subsequent MD programme is designed to ensure your eligibility to sit the Professional and Linguistic Assessments Board (PLAB) test of the UK General Medical Council and equivalent organisations in other countries. The BSc Honours Medical Sciences programme also conforms to the QAA subject benchmark statement for biomedical science (November 2015).

Academic regulations

The BSc Honours Medical Sciences and its intermediate awards operate in accordance with the University's Academic Regulations and *the UK Quality Code for Higher Education Part A: Setting and maintaining academic standards* published by the Quality Assurance Agency for Higher Education (QAA) in 2013.

All students should make sure that they access a copy of the current edition of the general University handbook called Essential Westminster, which is available at **westminster.ac.uk/essential-westminster**. The following regulations should be read in conjunction with the Modular Fr*amework for Undergraduate Courses* and relevant sections of the current *Handbook of Academic Regulations*, which is available at **westminster.ac.uk/academic-regulations**. Regulations are subject to change and approval by Academic Council.

Award

To qualify for the award of BSc Honours Medical Sciences, a student must:

- obtained at least a minimum of 360 credits and a maximum of 480 credits including:
- a minimum of 120 Credits at Level 4 or higher, including 80 credits passed and a minimum of condoned credit in each of the remaining modules up to the value of 40 credits; and
- a minimum of 120 credits at Level 5 or higher; and
- a minimum of 120 credits at Level 6 or higher.
- attempted modules with a maximum value of 340 credits at levels 5 and 6; and
- satisfied the requirements contained within any course specific regulations for the relevant course scheme.

How will you be supported in your studies?

Course Management

BSc Honours Medical Sciences is managed by a Course Leader, and is grouped with a number of other courses in the School of Life Sciences on the Cavendish Campus. The Head of School and other senior school staff provide support and management at their respective levels, enhancing the specific role of the Course Leader.

We also have Employability and Placements Coordinators who oversee placement arrangements. The staff team also collectively support the management of the course through responsibilities for individual modules, workshop areas and contributions to planning.

The professional and research practice of course staff is employed in improving the delivery of the course to ensure that we reflect current and emerging real-world concerns and demands. Regular staff meetings ensure this, as well as formal and informal interaction between the staff and outside industry professionals. Key course staff are members of the Higher Education Academy, the professional body for academics in higher education. Many staff within the department of Biomedical Sciences are also members of the Institute of Biomedical Science and some are also HCPC Registered. All course staff participate in continuing personal development, annual appraisal and peer observation of theirs teaching by their colleagues. This can inform staff development through course or conference attendance and research / professional activity.

Although students are enrolled on a specific course within the School of Life Sciences many of the modules are shared and are taken by students on a variety of courses. As a student on the BSc (Hons) Medical Sciences pathway you will have a dedicated course leader and a personal tutor who will be able to give you specific advice relating to your chosen pathway and/ or MD progression partner. There are also liaison tutors for each of the progression partners who will be able to provide specific advice about that partner and act as a point of contact with the University of Westminster during your time at the partner institution. If you are required to attend a summer school at your chosen MD partner these will be conducted as one session for all of the Medical Sciences students planning to attend that institution and dates for these sessions will be advertised well in advance.

Students on the BSc (Hons) Medical Sciences are eligible to join the Medical Society, a student union society based in the Cavendish Campus of the University of Westminster. The Medical Society provides a forum for all students aspiring to pursue a career in Medicine and acts as a source of information regarding studying for medicine, career pathways and keeping up to date with current medical affairs. They also organise social events and talks from guest speakers including Medical Students, Junior Doctors and Medical Registrars.

Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the site at which you will be studying, the Library and IT facilities, additional support available and to your Faculty Registry Office. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students

Learning Support

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students[1] can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught at their Faculty. Students can also securely connect their own laptops and mobile devices to the University wireless network.

Support Services

The University of Westminster Student Affairs department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University.

How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel in **2019**. The panel included internal peers from the University, academic(s) from another university and a representative from industry. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers. The course is also monitored each year by the Faculty to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the outcomes from Course Committees, evidence of student progression and achievement and the reports from external examiners, to evaluate the effectiveness of the course. Each Faculty puts in to place an action plan. This may for example include making changes on the way the module is taught, assessed or even how the course is structured in

[1] Students enrolled at Collaborative partners may have differing access due to licence agreements.

order to improve the course, in such cases an approval process is in place. A Course review takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with review panels to provide feedback on their experiences. Student feedback from previous years e.g. from Course Committees is also part of the evidence used to assess how the course has been running.

How do we act on student feedback?

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through Course Committees students have the opportunity to express their voice in the running of their course. Student representatives are elected to Committee to expressly represent the views of their peer. The University and the Students' Union work together to provide a full induction to the role of the student representatives.
- Each Faculty also has its own Faculty Student Forum with student representatives; this enables wider discussions across the Faculty. Student representatives are also represented on key Faculty and university committees.
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- The University also has an annual Student Experience Survey which seeks the opinions of students about their course and University experience. Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

For more information about this course:

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