



Faculty of Arts and Humanities

Manchester School of Art

BA (Hons) Photography

Programme Specification

This document provides a concise summary of the main features of the course(s) & associated award(s) offered through this Programme Specification, and includes the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities provided. More detailed information on the learning outcomes, curriculum content, teaching/learning, assessment methods for each unit and on the Programme's relationship to QAA Subject Benchmark Statements may be found in the dedicated student handbook for the Programme. The accuracy of the information in this document is reviewed periodically by the University and may be subject to verification by the Quality Assurance Agency for Higher Education

Versioning of Programme Specification

This programme specification is valid for the period of approval confirmed at the time of the approval/last review event and relates to provision approved at that point. Programme specifications are updated on an annual basis to include modifications approved through the University's quality assurance processes.

This version provides a description of the programme as approved for the academic session indicated in section 3 of the following table.

1	Date of initial Approval or last review:	11 December 2012
2	Effective date of Approved/Reviewed Programme Specification:	1 September 2013 – 31 August 2019
3	This Version effective from:	September 2018
4	Version number:	2013/Version 6

Students who commenced their study on awards within this programme specification prior to September 2013 should refer to the previous version of the programme specification published on the CASQE website. <http://www.mmu.ac.uk/academic/casqe/specs/index.php>

Cross Referencing of Programme Specifications

<i>The following elements of provision included in this document is/ are also included in the following programme specifications</i>	<i>Award</i>	<i>Programme Specification</i>
	N/A	
Amendments made to provision listed in this table, must also be reflected in the relevant programme specifications listed above		

School-wide Units

All units are offered at every level of study unless indicated otherwise.

Unit	Home Programme Specification	Also located in the following Programme Specifications
Contextualising Practice 1G4Z9901 1G5Z9901 1G6Z9901	UG Programmes in Art Theory and Practice	BA (Hons) Acting, BA (Hons) Animation, BA (Hons) Creative Multimedia, BA (Hons) Fashion, BA (Hons) Fashion Art Direction, BA (Hons) Filmmaking, BA (Hons) Fine Art, BA (Hons) Graphic Design, BA (Hons) Illustration with Animation, BA (Hons) Interactive Arts, BA (Hons) Interior Design, BA (Hons) Photography, BA (Hons) Textiles in Practice, BA (Hons) Three Dimensional Design
Contextualising Practice with Language 1H4Z9902 1G5Z9902 1G6Z9902	UG Programmes in Art Theory and Practice	BA (Hons) Animation, BA (Hons) Creative Multimedia, BA (Hons) Fashion, BA (Hons) Fashion Art Direction, BA (Hons) Filmmaking, BA (Hons) Fine Art, BA (Hons) Graphic Design, BA (Hons) Illustration with Animation, BA (Hons) Interactive Arts, BA (Hons) Interior Design, BA (Hons) Photography, BA (Hons) Textiles in Practice, BA (Hons) Three Dimensional Design
Unit X 1B4Z9801 1B5Z9801 1B6Z9801	BA (Hons) Three Dimensional Design	BA (Hons) Animation – LEVELS 4 & 5 ONLY, BA (Hons) Creative Multimedia, BA (Hons) Fashion, BA (Hons) Fashion Art Direction, BA (Hons) Film and Media Studies, BA (Hons) Filmmaking, BA (Hons) Fine Art, BA (Hons) Graphic Design, BA (Hons) Illustration with Animation, BA (Hons) Interactive Arts, BA (Hons) Interior Design, BA (Hons) Photography, BA (Hons) Textiles in Practice, UG Programmes in Art Theory and Practice

PROGRAMME SPECIFICATION

0	Brief Overview
<p>(i) <u>Brief Descriptive Summary</u></p> <p>Photography is a practice-based course with a fine art focus that aims to provide an exciting and challenging learning environment for students to develop themselves as practitioners and independent thinkers, exploring the creative process through photography. The course definition of practice developed through photography is broad, inline with the fine art ethos of the course and recognizes the potential of the subject to embrace and enable a wide range of diverse approaches to photography and other related media, as appropriate to a student's creative development.</p> <p>By studying this subject area students will gain a broad range of educational opportunities to expand individual abilities to visually communication through a media recognized as one of the key visual communication tools of the 20th and 21st Centuries.</p> <p>Students will develop a holistic approach to studies through course directed briefs and self-generated briefs outlined by the individual student. Students will also work on a number of live briefs with external partners from related creative industries and engage in student competitions. Students have opportunities to network with professionals in the city of Manchester through live project work and group exhibitions in and around the NW region.</p> <p>The early part of the course is aimed at introducing learning, research, and technical skills.</p> <p>At each level of the programme students study either Contextualising Practice or Contextualising Practice with Language. These are designed to support students in their exploration of <i>context</i> as it is created from historical, cultural, critical and professional references. In addition, they promote the development of the key transferable skills associated with art and design and will frame the development of Personal Development Planning.</p> <p><u>Articulation of Graduate Prospects</u></p> <p>Graduates develop careers in various areas of the photographic industries, for example working as professional commercial photographers, photographer's assistants and picture editors. Many graduates gain employment within the public sector in community arts, teaching, arts administration, curation, arts therapy. Graduates also progress on to postgraduate study both at Manchester Met and nationally.</p> <p>The programme has established professional links both regionally and nationally. The programme is member of the Nikon Academy and regularly contributes to the Sony and Fujifilm student awards. The programme has also established strong links Redeye Photography Network.</p>	

General Information

1	Overarching Programme Specification Title	BA (Hons) Photography
2	Final award(s)/title(s) <i>(including any PSRB final awards conferred – mark these as "PSRB Award")</i>	BA (Hons) Photography
3	Combined Honours Subject(s) offered through the programme specification together with associated final award(s) <i>(where relevant)</i>	<u>Subject(s)</u> : N/A <u>Final Awards</u> : N/A
4	Interim exit award(s)/title(s) <i>(including Combined Honours interim exit awards)</i>	Certificate in Higher Education in Photography Diploma in Higher Education in Photography

5	Mode(s) <i>(only include duration where there is a PSRB requirement for limited duration)</i>	Full Time
6	FHEQ position of final award(s)	Honours (Level 6)
7	Awarding institution <i>(include PSRBs which confer a joint or additional qualification on successful completion of programme)</i>	Manchester Metropolitan University
8	Teaching institution(s) <i>(include collaborative partners where appropriate – if more than one award in programme specification, indicate which are taught by partner)</i>	Manchester Metropolitan University
9	Relationship with Foundation Year <i>(if more than one award in programme specification, indicate which have links with Foundation Year)</i>	N/A

Administrative Details

10	Home Department/ School/ Institute	Department of Media
11	Home Faculty	Faculty of Arts and Humanities Manchester School of Art
12	UCAS code(s)	JW56

Collaborative Arrangements (where relevant)

13	Approved Collaborative partner(s) <i>(provide name of partner(s) and type of partnership)</i>	Partner Name	Type of Collaborative Partnership
		N/A	
14	Other Approved Academic Partnership(s) <i>(other than collaborative)</i>	Partner Name	Type of Academic Partnership
		N/A	

Approval Status

15	Date and Period of Approval of most recent Manchester Met review/ approval	<p>(i) Latest review/approval December 2012 6 years September 2013 – August 2019</p> <p>(ii) Major Modifications to Programme Specification</p>
16	Next Scheduled Review Date:	2018/19
17		

External References/Relationships

18	QAA Benchmark Statement(s)	Art and Design
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19	PSRB(s) associated with final award of any route within the programme specification <i>(ie those which offer professional status/membership/license to practise as result of successful completion of the final award as included in the University PSRB database)</i>	N/A
20	Date and outcome of last PSRB approval(s)	N/A

Programme Information

21	University and Programme Educational Aims
(i)	<p><u>University Educational Aims</u></p> <ul style="list-style-type: none"> • To develop flexible approaches to programme delivery and student support which reflect the needs and expectations of our students. • To provide a supportive and inclusive learning environment which will enable success for all learners. • To encourage the development of students' intellectual and imaginative powers, creativity, independence, critical self-awareness, imagination and skills that will enhance global employment opportunities on graduation in all programmes. • To establish a culture of constant improvement in learning, teaching and assessment that is anticipatory, enabling, supportive, rewarding and fully aligned with the University's vision and strategic objectives. • To provide a learning experience that is informed by research, scholarship, reflective practice and engagement with industry and the professions. <p>(ii) <u>Programme Educational Aims</u></p> <ul style="list-style-type: none"> • To develop photographers, artists or designers with an individual approach making a recognisable contribution to the art and design community. • To establish a range of technical, craft and professional skills that will enhance employment opportunities within the creative industries. • To provide students with conceptual, analytical and reflective skills through information gathering, observation, and debate. • To value creative thoughts and actions, which respond to artistic, social and ethical values and concerns. • To encourage independent thought, the exercise of judgment with integrity, and collaborative learning in art & design.

22	Final Learning Outcomes
<p><u>Manchester Met Educational Outcomes</u></p> <p>On successful completion of their course of study Manchester Met graduates will be able to:</p> <ul style="list-style-type: none"> • apply skills of critical analysis to real world situations within a defined range of contexts • demonstrate a high degree of professionalism characterised by initiative, creativity, motivation and self management • express ideas effectively and communicate information appropriately and accurately using a range of 	

media including ICT.

- develop working relationships using teamwork and leadership skills, recognising and respecting different perspectives.
- manage their professional development reflecting on progress and taking appropriate action
- find, evaluate, synthesise and use information from a variety of sources.
- articulate an awareness of the social and community contexts within their disciplinary field.

Programme Specific Outcomes

In addition to enabling the development of all of the Manchester Met Educational Outcomes, the BA (Hons) Photography programme is designed to ensure that each level of the course reflects the requirements of the Art and Design Subject Benchmark Statement. The Benchmark Statement for the subject area identifies Learning Outcomes in accordance with the following categories:

- Knowledge and Understanding
- Subject Specific Skills
- Generic Skills and Abilities

(i) Final Award Learning Outcomes

On completion of the programme students will be able to:

Knowledge and Understanding

- Focus over an extended period on photographic practice that verifies a personal interpretation of a chosen subject informed by contextual, historical and ethical dimensions.
- Investigate, analyze, interpret and develop ideas through practical and reflective responses to individual project work that will increase abilities to articulate ideas through visual application.
- Maximize the development and production of practical work be sensitive to, and capitalising on ways public display of works of art influences context and meaning, adopting skills to convey concepts that engage the audience.
- Make practical use of a range of techniques and processes that support development of photographic practice and increase key craft skills in related practice.

Subject Specific Skills and Abilities

- Investigate, analyze, interpret and develop ideas through practical and reflective responses to individual project work that will increase abilities to articulate ideas through visual application
- Make practical use of a range of techniques and processes that support development of photographic practice and increase key craft skills in related practice.
- Distinguish, refine and incorporate core photographic skills such as studio/location lighting, digital/analogue printing and image-editing into the production of a major body of work.
- Distinguish, refine and incorporate core photographic skills and imaginative response to ideas and concepts into the production of a photographic portfolio.
- Manage the creative development of practice from initial intentions to a final outcome, demonstrating management of time, setting ambitious yet realizable goals, and confidently solving problems at final stage of exhibition preparation.
- Demonstrate high level technical and craft skills that contextualise practice.

Generic Skills and Abilities

- Manage the creative development of practice from initial intentions to a final outcome, demonstrating management of time, setting ambitious yet realizable goals, and confidently solving problems at final stage of exhibition preparation.
- Communicate and express ideas and plans for future development of practice using a range of methods including oral presentation, action plan and written summaries.
- Engage in informed evaluation and self-reflexive appraisal when developing journal work as a means of ensuring ongoing development and planning for future major project work.
- Demonstrate a creative and imaginative response to ideas and concepts through the production of a substantial body of practice.
- Apply working methodologies that develop skills to work independently, organise and time manage study, and meet deadlines.

(ii) Combined Honours Learning Outcomes

Not Applicable

(iii) Pass Degree Learning Outcomes

Students who do not qualify for the award of a Bachelor's degree with honours may be eligible for the award of a Pass degree.

Criteria for the award of a Pass degree are detailed within the University's [Assessment Regulations for Undergraduate Programmes of Study](#).

23	Interim Award Learning Outcomes
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Certificate In HE

Subject Specific

- Demonstrate a competence in using a range of materials, techniques and processes associated with photography
- Demonstrate understanding of the connection between practice and research
- Demonstrate an understanding of the value of writing a project brief and begin to develop self-directed study
- Demonstrate an understanding of the link between theoretical research and practical outcomes
- Demonstrate developing technical and craft skills
- Develop skills in time management and organization
- Communicate effectively using a range of media both written and visual
- Begin to understand and explore image, text and context
- Demonstrate a developing understanding of image sequencing through professional photographic portfolio or equivalent
- Develop research skills through beginning to explore primary and secondary research sources.

Diploma in HE

Subject Specific

- Develop working methodology that effectively progresses photographic work beyond the initial

concept involving research, experimentation and risk taking.

- Make practical use of a range of techniques and processes that relate to photographic practice including lighting (both location and studio, printing (both analogue and digital) and use of a range of cameras (both still and video).
- Apply methods that demonstrate abilities to organise workloads, time manage projects and meet deadlines effectively.
- Engage in informed evaluation and self-reflexive appraisal that convey an understanding of the history of photography, contemporary photographic practice and ethical issues.
- Communicate ideas and knowledge of photographic practice developed using a range of methods including oral presentation, visual display and written summaries.
- Demonstrate abilities to participate and contribute to group activities that develop the project brief and enhances good working relationships with others.
- Make practical use of a range of techniques and processes that relate to the development of photographic practice and explore methods to present work in an exhibition/art installation context.
- Utilise exhibition and web-based display to explore the ways place/space both virtual and real can influence context and meaning of individual photographic practice.
- Undertake an individual role that will establish and enhance links with external networks and apply methods to manage time and organise workloads of self and others.
- Communicate ideas and knowledge of photographic practice developed using a range of methods including oral presentation, art/photographic exhibition and written summaries.

24	Teaching/Learning and Assessment Strategy
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(i) Curriculum Design

Teaching

The teaching strategy for the programme focuses on providing the knowledge, skills and levels of understanding that will enable students to achieve the intended learning outcomes.

Delivery of the taught part of the programme takes place through a range of methods including technical workshops and demonstrations, group, individual and open tutorials, lectures, seminar discussion, creative writing exercises and photographic portfolio reviews. Visiting speakers from related creative industries introduce students to professional practices and employment opportunities within art and design.

Learning

Students are encouraged to develop their learning skills, and to become independent learners. Induction courses during the first stage of the programme introduce different aspects of learning, and draw attention to the Learning support available from tutors, from course material / resources, and from the University's libraries and Academic Secretary's Office.

An emphasis is placed on learning through engagement with peers. Students are encouraged to undertake group work, with peer review being central to student learning.

Self-evaluation and critical reflection is enhanced through the development of a Reflective Journal. The journal is used to develop skills in gathering and collating information and critically analysing and reflecting on this through writing and the development of photographic practice.

The programme uses tutor group system and practice-led workshops as the primary mechanisms to promote

student learning. In tutorials the group supports and progresses student learning through critical debate. Through lecture series on key historic and contemporary topics in photography, the focus for students to develop a greater understanding of key debates around photography this is then developed through field trips, visits and exhibition opportunities

Option Units

Option units listed in the curriculum structures (section 25) are all approved for delivery, but may not all run in any one academic session.

Student mobility

Students on this scheme will study the same curriculum as Manchester Met home students.

Assessment

Formative assessment is used throughout the programme through negotiation and development of Learning Agreements providing opportunities for feedback and discussion. Self and Peer assessment are also essential features of the assessment strategy. Formative assessment of practical units are undertaken through timetabled visual art 'events' This gives students the opportunity to share good practice through debate and discussion with peers and tutors, and test out ideas on developing practice through display/exhibition.

Summative assessment occurs at the end of each unit where tutors formally mark and grade course work to indicate student achievement. Moderation of marks is undertaken by the internal assessment examining team at all levels of study, external examiners moderate stage 5 and 6 marks before grades are considered by the Assessment Board.

The criteria used to assess course work in each unit are matched to the intended learning outcomes in the unit descriptor, on any project briefs and made reference to in Learning Agreements.

The students level of ability to achieve learning outcomes will be assessed by means of a range of output including:

Reflective Journal

Student Presentation

Learning Agreement

Support work

Photographic Portfolio, Exhibition (or equivalent) presentation of work.

Student mobility

Where students complete their assessment outside the standard timescale for consideration by Board of Examiners, Chair's Action will be taken to confirm the outcome of their assessment.

25	Programme Structure
<p style="text-align: center;">(i) <u>Engagement with the University-wide Provision</u></p> <p>Languages are offered to students at all levels of study.</p> <p><u>Structures, levels, credits, awards, curriculum map of all units (identifying core/option status, credits, pre or co-requisites) potential entry/exit points and progression/award requirements</u></p> <p>Level Four encourages students to develop creativity through a series of set projects introducing approaches to photographic practice. Students will be encouraged to consider how photographic materials affect context, the significance of figure in photography through related genres, and the language of photographic narrative and sequence. These introductions are designed to encourage students to develop their creativity and understanding through the technical processes associated with photography. Student will be introduced to both analogue and digital processes and book making. Students will also develop an understanding of potential employment pathways through generating a written report and contributing to live brief/ student</p>	

competitions.

Level Five involves students developing their own individual style and approach to photography. The emphasis is on 'risk taking'; students demonstrate the exploration of, and experimentation with ideas using a range of research methods, and imaginative approaches to practice. Students will explore and experiment with photographic genres such as documentary, still life, editorial or landscape. Students will be introduced to the history of photography and the theory that underpins the subject discipline and become more aware of current contemporary practices in lens related practice both in the fine art and commercial field. Students must demonstrate their ability to work as part of a team through a group project and begin to focus on developing a professional approach and engagement with their practice. Students must also demonstrate abilities to engage with external creative partners within the city/region. The unit structure provides a holistic approach to study. Student progression will be monitored through formative assessment and review via events-based activities to ensure student progression and development.

At Level Six the unit structure provides a holistic approach to the study of photographic practice at an advanced level. Students will be encouraged to reflect and evaluate their own individual interests in photography and from this begin to plan a major photographic project.

There is an emphasis on students realising their own unique and individual creative approach to photography through the development of professional photographic portfolio (or equivalent). Students can opt to develop work to exhibition ready standard. Students will be encouraged to respond to live briefs and student competitions

OPTION UNITS

Option units listed in the following curriculum structures are all approved for delivery but may not all run in any one academic session.

Level 4

Core Units			
Code	Status (if applicable) - Pre/Co-requisites - Excluded units	Unit Title	No of credits
1H4Z0301		Photography and Materials	30
1H4Z0302		The Figure, Photography and Narrative	30
1B4Z9801		Unit X	30
Option Units Choose 1 from options listed			
1G4Z9901		Contextualising Practice 1 OR	30
1H4Z9902 See Uniwide Documentation		Contextualising Practice with Language 1 & Uniwide Language	15 15

Optional Resit Unit

(Can be offered to students in place of a resit in Uniwide Language if deemed appropriate)

1B4Z9907	Option	Uniwide Language Alternative Assessment 1	15
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On successful completion of Level 4 – interim exit award: CertHE Photography

Level 5

Core Units

Code	Status (if applicable)ie - Pre/Co-requisites - Excluded units	Unit Title	No of credits
1H5Z0301		Explore and Experiment	60
Option Units Choose 1 from options listed			
1H5Z0302		Exhibit in the City OR	30
1B5Z9801		Unit X	30
1G5Z9901		Contextualising Practice 2 OR	30
1G5Z9902 See Uniwide Documentation		Contextualising Practice with Language 2 & Uniwide Language	15 15

Optional Resit Unit

(Can be offered to students in place of a resit in Uniwide Language if deemed appropriate)

1B5Z9805	Option	Uniwide Language Alternative Assessment 2	15
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On successful completion of Levels 4 & 5 – interim exit award: Dip HE Photography

Student mobility

Students on this scheme will study the same curriculum as Manchester Met home students.

Level 6

Core Units			
Code	Status (if applicable)ie - Pre/Co-requisites - Excluded units	Unit Title	No of credits
1H6Z0301		Reflect and Research	30
Option Units Choose 1 from options listed			
1H6Z0302		Final Major Project: Portfolio & Exhibition &	60
1G6Z9901		Contextualising Practice 3 OR	30
1G6Z9902 See Uniwide Documentation		Contextualising Practice with Language 3 & Uniwide Language	15 15
1H6Z0303		Major Project: Portfolio OR	30
1B6Z9801		Unit X &	30
1G6Z9901		Contextualising Practice 3 OR	30
1G6Z9902 See Uniwide Documentation		Contextualising Practice with Language 3 & Uniwide Language	15 15

Optional Resit Unit

(Can be offered to students in place of a resit in Uniwide Language if deemed appropriate)

1B6Z9913	Option	Uniwide Language Alternative Assessment 3	15
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On successful completion of Level 6 – Final exit award: BA (Hons) Photography

Level Four

Induction	Photography and Materials	The Figure, Photography and	Unit X
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	30Credits	Narrative 30 Credits	30 Credits
	Contextualising Practice 1 30 Credits		
	Or		
	Contextualising Practice with Language 1 15 credits Uniwide Language 15 credits		

Level Five

Induction	Explore and Experiment 60 Credits	Exhibit in the City Or Unit X 30 Credits
	Contextualising Practice 2 30 Credits	
	Or	
	Contextualising Practice with Language 2 15 credits Uniwide Language 15 credits	

Level Six

Option 1			
Induction	Reflect and Research 30 Credits	Final Major Project: Portfolio and Exhibition 60 Credits	
	Contextualising Practice 3 30 Credits		
	Or		
	Contextualising Practice with Language 3 15 credits Uniwide Language 15 credits		
Option 2			
Induction	Reflect and Research 30Credits	Major Project: Portfolio 30 Credits	Unit X 30 Credits
	Contextualising Practice 3 30 Credits		
	Or		
	Contextualising Practice with Language 3 15 credits Uniwide Language 15 credits		

26	Personal Development Planning
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All students are involved in the PDP process and play a very active role in taking responsibility for and developing their learning. PDP tutorials, take place on completion of each unit and also at review points at least once each term. These provide a valuable opportunity to monitor progress and identify developmental needs. In addition to attending tutorials, students also complete written PDP in the form of a self-evaluation. They measure the development of their learning and analyse particular challenges and achievements. A self evaluation is written on completion of a unit. The PDP Scheme is a particularly valuable part of the School's work. Student on the programme are assigned a year tutor to whom reference can be made in relation to matters of an academic or personal nature. The year tutor holds an overview of the cohort engagement and performance on the course through the academic year. Students may be referred to the Faculty Student Support Officer or to experienced and professional specialist and advisors.

27	Placement and/or Work-based Learning Activities
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The programme complies with the Institutional Code of Practice for Placement and Work-based Learning through the use of risk assessment pro-formats for all off-campus study events (i.e. field trips, study visits). These are completed by the relevant member of staff or Programme Leader and are countersigned by the Head of Media Department. Work experience is undertaken as a feature of the development of a student's understanding of professional/institutional contexts for practice and is framed, as appropriate, by the Code of Practice.

28	Programme Specific Admission Requirements
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The following admissions regulations comply with the University's Recruitment and Admissions Policy. The admission of a student to the programme is based upon the reasonable expectation that the student will be able to fulfill the objectives of the programme and achieve the standard required for the award. The admissions regulations set out below shall be subject to such policies on entry requirements as the Academic Board may from time to time determine.

All applicants shall be considered having regard for the University's Equality and Diversity Strategy and such anti-discrimination legislation as may be in force.

Candidates must have a sufficient command of the language(s) in which the programme is taught to be able to meet the requirements of the programme in every respect.

Entry to Level 4 (Year 1) 280 UCAS Tariff Points. Points to be obtained from full A levels or equivalent (such as BTEC National at Level 3 or Advanced Diploma). Level 3 Foundation Diploma in Art and Design would be considered in a combination with any of the above.

Successful completion of the international Baccalaureate with at least 27 points

Or the applicant has successfully completed at an appropriate level specialist art programme/qualification that are deemed to be acceptable alternatives to all or parts of the qualifications above.

Applicants holding qualifications not shown above, including those which predate Curriculum 2000, are welcome and will be considered on the same basis.

Applications are also welcomed from those without formal entry qualifications or who do not meet the precise entry requirements specified but who can nevertheless demonstrate through some other means their potential ability (experience, motivation and personal qualities, for example) to satisfactorily complete the programme. All applicants are invited to attend an interview in order to assess their abilities to communicate their ideas both visually and orally and to demonstrate their skills and abilities within the visual arts through portfolio of arts practice and sketchbook work.

Entry to Subsequent Years Entry to Stage/Level 5 of the programme is normally available for applicants who have successfully completed a Higher National Diploma at Merit level or above or the first year/level of another degree programme in an area of study appropriate to joining Level 5 BA (Hons) Photography.

Entry to Stage/Level 6 of the programme is normally available for applicants who have successfully completed the second year/level of another degree programme in an area of study appropriate to BA (Hons) Photography. Normally there must be a close match between the applicant's prior learning and the requirements of the programme.

Students from the Edexcel BTEC Foundation Diploma in Art and Design may be considered for direct progression to this programme, following submission of a portfolio for scrutiny by the Foundation Team.

Progression for students from Manchester INTO

Students who have successfully completed the Certificate of Achievement (International Foundation Programme in Art and Design) at Manchester INTO may apply to enter Level 4 of the BA (Hons) Photography programme.

The grade required for successful guaranteed acceptance will be 50% average in the studio units, and 50% in the English unit (the latter being deemed to be equivalent to CEFR B2 - IELTS 6.0 or equivalent).

These progression arrangements are detailed in the formal agreement between Manchester Met and Manchester INTO.

29	Approved Variations/Exemptions from University Regulations
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None

30	Programme Management Arrangements
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The programme adheres to the guidance provided in the University's "Management of Programme Delivery" document in respect of composition, terms of reference and operation of programme committees.

31	Staff Responsibilities
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Specific roles have been identified and allocated for the management of programme delivery as follows (in line with guidance provided within the University's "Management of Programme Delivery" document):

Programme Leader

Unit Leaders

Admissions Tutor

Year/Stage Tutors

Workshop coordinator

Link Tutor

Staff responsible for the co-ordination of academic/pastoral support (e.g. Personal Tutor/PDP).

Academic Counselling

From the outset of the programme, Students are allocated a personal tutor, who looks after their academic welfare. Tutorials take place where the student's progress on the programme is discussed.

Pastoral Care

Personal tutors (these are usually the Year/Level Tutor) are also the main source for students' pastoral care. Normally, they are the first approached if students need advice or help with personal problems, or any other matters that may be adversely affecting their ability to undertake the programme.

Tutorials

Tutorials are frequently carried out, either on a one to one, staff to student basis, or in a group situation. Students will have at least one individual tutorial each term and will have the opportunity to attend group tutorials on a weekly basis. Tutorials provide a valuable opportunity for students to have an in-depth discussion on their work. The student or the relevant tutor(s) conducting the tutorial make a record of tutorials. These records are kept in the student file for reference and to assist in the recording of student progress. The student will keep a copy for their own PDP files; students may have access to their own records on request.

Faculty Student Support

If a member of the staff team cannot help, or the student wishes to talk to someone outside the programme the Faculty Student Support Officer who is a first point of contact if students have any questions about studying at Manchester Met or living in Manchester. She can advise students on a range of issues related to university life and can also signpost students to other relevant sources of information and advice around the campus and the city, as appropriate. The following is a list of ways that the Student Support Officer can help students:

- finding their way around campus and Manchester
- managing their time
- presentation skills
- reflective journals
- research
- essay writing
- exam tips
- dealing with stress
- getting the best from their course
- anything else they would like to talk about.

The Student Support Officer is available to meet with students by appointment on a one-to-one basis, in confidence, and also runs study skills workshops throughout the year.

Disabled Students

Students who have a disability or a Specific Learning Difficulty, such as dyslexia, and might need support with their studies are encouraged to seek advice from Learner Development Service (Tel 0161 247 3491), at the earliest opportunity. Learner Development Service provides a comprehensive advisory, assessment and support service to students with disabilities.

Students who find they need some extra help when faced with the demands of Higher Education will be helped by a Learner Development Service Adviser who will use medical evidence and an initial assessment to identify needs and suggest strategies which may prove helpful. The adviser will produce a Personal Learning Plan (PLP) with the student, which identifies for teaching staff his/her support needs and advises them of any reasonable adjustments they may need to make. The PLP is then sent to the programme leader or administrative officer (with the student's permission).

Once the student's needs have been assessed it may be possible to apply for Disabled Students Allowance (DSA) from the student's Local Education Authority. DSA funds can provide study related human support

such as a dyslexia tutor, library assistant or (British Sign Language) BSL interpreter. They can also cover the costs of any specialist equipment or technology support the student may need. Learner Development Service can advise students on this and the process for receiving support via the DSA.

Dyslexia Guidelines

Dyslexia principally affects reading and writing, but it can affect general organisational ability, time keeping, following instructions, co-ordination, sense of direction, reading maps and can impact on the ability to pronounce long words. If students think they might be dyslexic Learner Development Service can offer initial screening assessments and if appropriate a referral to an Educational Psychologist.

Dyslexia, dyspraxia and other Specific Learning Difficulties are all considered to be disabilities in the context of Higher Education. Students with these difficulties may be eligible to apply for Disabled Students Allowances (DSA). Please contact Learner Development Service on 0161 247 3491 for further advice and information.

Proctoring

This describes the activity of student's informally teaching, demonstrating and exchanging information with each other. Although this is done informally, students may wish to set up their own activities such as workshops and/or peer study groups.

Personal Development Planning

There is a minimum of one, and usually two, PDP tutorials for each student per academic year. Further details can be found in Section 26 of the Programme Specification.

33 Student Evaluation

Students are actively encouraged at each stage of the programme to evaluate the teaching and learning experience and highlight areas of concern or recognise particular strength in relation to the course. The mechanisms used to gather feedback include the following:

- Year group meetings with the Year/Level Tutor or other key academic staff
- Year group meetings with elected representatives that report to the Programme Committee twice a year.
- Regular meetings between year groups elected student representatives and the Programme Leader.

34 Engagement with Employers

The programme has developed links with professionals in the NW Photography network. Professionals from the region are invited to deliver talks and participate in portfolio reviews. Students participate in student competition and placement learning. At Level 4 of the programme students have to prepare a report based on research of local commercial photographic company or freelance photographers.

This Programme Specification provides a concise summary of the main features of a Programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he take full advantage of the learning opportunities provided. More detailed information on the learning outcomes, curriculum content, teaching/learning, assessment methods for each unit and on the Programme's relationship to QAA Subject Benchmark Statements may be found in the student handbook for the Programme. The accuracy of the information in this document is reviewed periodically by the University and may be subject to verification by the Quality Assurance Agency for Higher Education.
