

University of Glasgow

Academic Standards Committee – Tuesday 15 April 2014

Multiple Programme Specifications for Similar Awards – Revised Guidance

Ms H Butcher, Clerk to the Committee

Further to discussion at ASC in February 2014, revised guidance on the production of programme specifications has been drafted.

ASC is invited to approve the following guidance on the preparation of programme specifications.

Guidance

Programme specifications are public documents which are to be used to inform students, potential students and the public about the degrees and other awards offered by the University. It is therefore important that these documents are clear and easy to follow for all readers. Complex or lengthy documents should be avoided (see 2 below).

Programme specifications should be developed for programmes lasting one or more years and leading to a final undergraduate or taught postgraduate award. Programme specifications should not be produced separately for interim awards, but possible exit points can be identified in the specification.

Accordingly:

1. Each School should produce a programme specification for each award as follows:
 - Single Honours Degrees*
 - Designated Degrees* (only where students are explicitly recruited to the three year degree on a separate UCAS code)
 - PGT Degrees
- * [except where the same degree is delivered in more than one College– see 4 below]
2. One programme specification may be sufficient to cover a number of **closely related** degree programmes, for example where there is a core degree programme with various specialisms. Single specifications should only be used for groups of programmes where there are only minor differences between specialisms (e.g. one or two different courses) and where there are **shared** Programme Aims, ILOs, Assessment Methods, and Teaching & Learning Approaches. It is not appropriate to group programmes in one programme specification if this produces a lengthy document with different sets of aims, ILOs etc. for different named streams.
 3. MSci and MEng degrees should have separate programme specifications from Bachelor awards in the same discipline as there should be different aims and intended learning outcomes between these levels of award.

4. A single programme specification should be produced where the same degree is delivered in more than one College (e.g. Geography, or Psychology). The School in which the programme is primarily located should be responsible for its specification and the College in which that School resides is responsible for approval. Other Colleges offering the degree should be advised of any development or update of the specification.
5. Each School should produce a programme specification covering its half of any joint honours programmes to which it contributes. In most cases one programme specification should suffice for this purpose. Joint designated degree programmes would be included as exit awards in the honours programme specification, or as separate documents if the designated degrees are explicitly recruited to on a separate UCAS code.
6. The Schools concerned should jointly produce a programme specification for any integrated honours programme to which they contribute.
7. Programme specifications are not required for research programmes.

Once approved, the revised text will be used in place of section 3.4 of the current *Guidance Notes on the Preparation of Programme Specifications*. Other material in this publication will be updated and re-organised so that each section is presented separately and accessible as a link from the 'Information for Staff' webpage on programme specifications.