

Faculty: **Academic Partnership**

Title of Programme: BA/BSc (Hons) University Joint Honours

Programme Code: IDJH

Programme Specification

Start Date: September 2011

Date of Approval: 16 August 2011

Associate Dean (Academic Quality): Frank Haddleton

Signature 

Programme Specification **Joint Honours** Undergraduate Programme

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the modular framework in which the various fields operate. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each field can be found in the relevant Field Specifications.

Section 1

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	University of Hertfordshire
University/partner campuses	College Lane and de Havilland
Programme accredited by	None
Final Award	BSc Hons/BA Hons BSc Hons/BA Hons with a Year Abroad BSc Hons/BA Hons Sandwich
All Final Award titles	BSc Hons/BA Hons <Major> with <Minor> BSc Hons/BA Hons <Joint> and <Joint> See Appendix for the full list
FHEQ level of award	6
UCAS code(s)	

Business combined with one of the following:

Computing	N1G4
English Language & Communication	N1Q1
Environmental Studies	N1F9
Financial Mathematics	N1G9
French	N1R1
Journalism & Media Cultures	N1P5
Law	N1M1
Mathematics	N1G1
Psychology	N1C8
Spanish	N1R4
Sports Studies	N1C6

Computing

combined with one of the following:

Business	G4N1
Digital Media Technology	G4H6
English Language & Communication	G4Q1
Entrepreneurship	G4N2
Financial Mathematics	G4G9
Health Studies	G4B9
Human Biology	G4B1
Human Geography	G4L7
Law	G4M1
Mathematics	G4G1
Philosophy	G4V5
Sports Studies	G4C6
Tourism	G4N8

Digital Media Technology

combined with one of the following:

Computing	H6G4
Economics	H6L1
English Language & Communication	H6Q1
Environmental Studies	H6F9
European Studies	HR68
Financial Mathematics	H6G9
French	H6R1
Journalism & Media Cultures	H6P5
Law	H6M1
Mathematics	H6G1
Psychology	H6C8
Spanish	H6R4
Sports Studies	H6C6
Tourism	H6N8

Economics combined with one of the following:

Digital Media Technology	L1H6
English Language & Communication	L1Q1
Financial Mathematics	L1G9
Health Studies	L1B9
Human Biology	L1B1
Human Geography	L1L7
Law	L1M1
Mathematics	L1G1
Philosophy	L1V5
Sports Studies	L1C6

English Language & Communication combined with one of the following:

Business	Q1N1
Computing	Q1G4
Digital Media Technology	Q1H6
Economics	Q1L1
Entrepreneurship	Q1N2
Environmental Studies	Q1F9
European Studies	QR38
Health Studies	Q1B9
Human Biology	Q1B1
Human Geography	Q1L7
Psychology	Q1C8

Environmental Studies combined with one of the following:

Business	F9N2
Digital Media Technology	F9H6
English Language & Communication	F9Q1
Entrepreneurship	F9N2
Financial Mathematics	F9G9
Health Studies	F9B9
Human Biology	F9B1
Human Geography	F9L7
Law	F9M1
Mathematics	F9G1
Philosophy	F9V5
Sports Studies	F9C6
Tourism	F9N8

Financial Mathematics combined with one of the following:

Business	G9N1
Computing	G9G4
Digital Media Technology	G9H6
Economics	G9L1
Environmental Studies	G9F9
Entrepreneurship	G9N2
European Studies	G1RV
French	G9R1
Health Studies	G9B9
Human Biology	G9B1
Human Geography	G9L7
Journalism & Media Cultures	G9P5
Philosophy	G9V5
Psychology	G9C8
Spanish	G9R4

Entrepreneurship combined with one of the following:

Computing	N2G4
English Language & Communication	N2Q1
Environmental Studies	N2F9
Financial Mathematics	N2G9
French	N2R1
Journalism & Media Cultures	N2P5
Law	N2M1
Mathematics	N2G1
Psychology	N2C8
Spanish	N2R4
Sports Studies	N2C6

European Studies combined with one of the following:

Digital Media Technology	R8H6
English Language & Communication	R8Q1
Financial Mathematics	RVG1
Health Studies	R8B9
Human Biology	RB81
Human Geography	RL87
Law	RM81
Mathematics	RG8C
Philosophy	RV85
Sports Studies	RC86

Health Studies combined with one of the following:

Computing	B9G4
Economics	B9L1
English Language & Communication	B9Q1
Environmental Studies	B9F9
European Studies	B9R8
Financial Mathematics	B9G9
French	B9R1
Journalism & Media Cultures	B9P5
Law	B9M1
Mathematics	B9G1
Psychology	B9C8
Spanish	B9R4
Sports Studies	B9C6
Tourism	B9N8

Human Biology combined with one of the following:

Computing	B1G4
Economics	B1L1
English Language & Communication	B1Q1
Environmental Studies	B1F9
European Studies	B1R8
Financial Mathematics	B1G9
French	B1R1
Journalism & Media Cultures	B1P5
Law	B1M1
Mathematics	B1G1
Psychology	B1C8
Spanish	B1R4
Sports Studies	B1C6
Tourism	B1N8

Journalism & Media Cultures

combined with one of the following:

Business	P5N1
Digital Media Technology	P5H6
Entrepreneurship	P5N2
Financial Mathematics	P5G9
Health Studies	P5B9
Human Biology	P5B1
Human Geography	P5L7
Law	P5M1
Mathematics	P5G1
Sports Studies	P5C6
Tourism	P5N8

Languages

French combined with one of the following:

Business	N1R1
Digital Media Technology	H6R1
Entrepreneurship	N2R1
Financial Mathematics	G9R1
Health Studies	B9R1
Human Biology	B1R1
Human Geography	L7R1
Law	M1R1
Mathematics	G1R1
Sports Studies	C6R1

Law combined with one of the following:

Business	M1N1
Computing	M1G4
Digital Media Technology	M1H6
Economics	M1L1
Entrepreneurship	M1N2
Environmental Studies	M1F9
European Studies	M1R8
French	M1R1
Health Studies	M1B9
Human Biology	M1B1
Human Geography	M1L7
Journalism & Media Cultures	M1P5
Philosophy	M1V5
Psychology	M1C8
Spanish	M1R4

Human Geography

combined with one of the following:

Computing	L7G4
Economics	L7L1
English Language & Communication	L7Q1
Environmental Studies	L7F9
European Studies	L7R8
Financial Mathematics	L7G9
French	L7R1
Journalism & Media Cultures	L7P5
Law	L7M1
Mathematics	L7G1
Psychology	L7C8
Spanish	L7R4
Sports Studies	L7C6
Tourism	L7N8

Spanish combined with one of the following:

Business	N1R4
Digital Media Technology	H6R4
Entrepreneurship	N2R4
Financial Mathematics	G9R4
Health Studies	B9R4
Human Biology	B1R4
Human Geography	L7R4
Law	M1R4
Mathematics	G1R4
Sports Studies	C6R4

Mathematics combined with one of the following:

Business	G1N1
Computing	G1G4
Digital Media Technology	G1H6
Economics	G1L1
Entrepreneurship	G1N2
Environmental Studies	G1F9
European Studies	G1R8
French	G1R1
Health Studies	G1B9
Human Biology	G1B1
Human Geography	G1L7
Journalism & Media Cultures	G1P5
Philosophy	G1V5
Psychology	G1C8
Spanish	G1R4

Philosophy combined with one of the following:

Computing	V5G4
Economics	V5L1
Environmental Studies	V5F9
European Studies	V5R8
Financial Mathematics	V5G9
Law	V5M1
Mathematics	V5G1
Psychology	V5C8
Sports Studies	V5C6
Tourism	V5N8

Psychology combined with one of the following:

Business	C8N1
Digital Media Technology	C8H6
English Language & Communication	C8Q1
Entrepreneurship	C8N2
Financial Mathematics	C8G9
Health Studies	C8B9
Human Biology	C8B1
Human Geography	C8L7
Law	C8M1
Mathematics	C8G1
Philosophy	C8V5
Sports Studies	C8C6

Sports Studies combined with one of the following:

Business	C6N1
Computing	C6G4
Digital Media Technology	C6H6
Economics	C6L1
Entrepreneurship	C6N2
Environmental Studies	C6F9
European Studies	C6R8
French	C6R1
Health Studies	C6B9
Human Biology	C6B1
Human Geography	C6L7
Journalism & Media Cultures	C6P5
Philosophy	C6V5
Psychology	C6C8
Spanish	C6R4

Tourism combined with one of the following:

Computing	N8G4
Digital Media Technology	N8H6
Environmental Studies	N8F9
Health Studies	N8B9
Human Biology	N8B1
Human Geography	N8L7
Journalism & Media Cultures	N8P5
Philosophy	N8V5
Psychology	N8C8

Note:

Recruitment to English Language Teaching has ceased from September 2011

Recruitment to Financial Mathematics, European Studies and Entrepreneurship has been suspended for 2011 entry.

A. Programme Rationale

The Programme, which has been offered for many years, is well established and mature. It provides a defined and flexible framework for students to study from a range of disciplines in Major, Joint and Minor combinations. The Programme allows students to plan a study route by choosing two fields which reflect their developing interests and aspirations. It also enables students to acquire a much broader knowledge base and pursue a depth of study that can widen career options. Graduates are therefore well equipped for a variety of careers as well as further study at postgraduate level.

B. Educational Aims of the Programme

The Programme has been devised in accordance with the University's general educational aims of programmes of study as set out in UPR TL01. The framework aims to provide a modular structure for the following Programmes, each with its own programme specification:

- Business** Major, Joint & Minor
- Computing** Major, Joint & Minor
- Digital Media Technology** Major, Joint & Minor
- Economics** Major, Joint & Minor
- English Language & Communications** Major, Joint & Minor
- Entrepreneurship** Major, Joint & Minor
- Environmental Studies** Major, Joint & Minor
- European Studies** Major, Joint & Minor

Financial Mathematics Major, Joint & Minor
***French** Joint & Minor
Health Studies Major, Joint & Minor
Human Biology Major, Joint & Minor
Human Geography Major, Joint & Minor
Journalism & Media Cultures Joint & Minor
Law Major, Joint & Minor
Mathematics Major, Joint & Minor
Philosophy Major, Joint & Minor
Psychology Major, Joint & Minor
***Spanish** Joint & Minor
Sports Studies Major, Joint & Minor
Tourism Major, Joint & Minor

* Joint only at level 4; Minor at levels 5 and 6

Additionally this Programme aims to provide:

- a defined but flexible framework for the study of a number of disciplines leading to a range of awards;
- the possibility of studying a range of fields as Major, Joint or Minor studies;
- a portfolio of awards which reflect defined programmes of study;
- subsequent postgraduate study in the field (normally if major or joint);
- a study that equips the student for graduate level employment including employment related to the field or, where appropriate, professional practice;
- students with knowledge and understanding of a substantial and coherent set of modules in the field, linked to another major or jointfield;
- a coherent study of an area sufficient to give understanding of an experience in applying the principles and modes of thought in that area

C. Intended Learning Outcomes

The Programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the unit/programme specifications listed above. The Programme outcomes are referenced to the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (2008), and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education 2003 have been used as a guiding framework for curriculum design.

The Programmes provides opportunities for students to develop some, or all, of the following graduate skills:

Bachelor's degrees with honours are awarded to students who have demonstrated:

- a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline
- an ability to deploy accurately established techniques of analysis and enquiry within a discipline
- conceptual understanding that enables the student:
 - to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
 - to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
- an appreciation of the uncertainty, ambiguity and limits of knowledge
- the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).

Typically, holders of the qualification will be able to:

- apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects
- critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem
- communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
 - the exercise of initiative and personal responsibility
 - decision-making in complex and unpredictable contexts
 - the learning ability needed to undertake appropriate further training of a professional or equivalent nature.

Holders of a bachelor's degree with honours will have developed an understanding of a complex body of knowledge, some of it at the current boundaries of an academic discipline. Through this, the holder will have developed analytical techniques and problem-solving skills that can be applied in many types of employment. The holder of such a qualification will be able to evaluate evidence, arguments and assumptions, to reach sound judgements and to communicate them effectively.

Holders of a bachelor's degree with honours should have the qualities needed for employment in situations requiring the exercise of personal responsibility, and decision-making in complex and unpredictable circumstances.

D. Programme Structures, Features, Levels, Modules, and Credits

The Programme is offered full-time (3 years), sandwich or with a year abroad (4 years) and part-time (normally 5 years). It leads to awards as described in Section 1.

Entry is normally at level 4 (with suitable A-level or equivalent qualifications) but it is possible to enter at levels 5 and 6 with suitable qualifications.

Professional and Statutory Regulatory Bodies

To gain exemption from the academic stage of training for the purposes of the SRA and Bar Standards Board, only students following the BA (Hon) Law with <minor> pathway would be eligible. Modules specified in the Law Programme Specification must be passed.

Work-Based Learning, including Sandwich Programmes

Sandwich years are provided by several of the field areas, and this provision is covered in the Field Programme Specifications.

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the Honours award. Any interim awards are identified in Table 1b. The Unit/Programme Learning Outcomes are developed and assessed through the constituent modules, as identified within the Unit/Programme Specifications listed in Section B, above.

Level 4 Programme

Two fields (as available) are combined equally such that 60 credits of each are studied during the year.

Level 5 Programme

In Level 5 students may continue to study 60 credits in each of their two fields (Joint mode) or (subject to provision by the field), they may increase their studies in one field to 90 credits and reduce their studies in the other field to 30 credits (Major/ Minor mode).

Sandwich Years and Years Abroad

Students may optionally undertake a Sandwich Year or Year Abroad after successfully completing their level 5 studies at honours level (see Section 2, Programme-specific assessment regulations for details). Sandwich years are available for students studying a Major or Joint in any of the following fields:

- Business
- Computing
- Digital Media Technology
- Economics
- Entrepreneurship
- Environmental Studies
- European Studies
- Financial Mathematics
- Health Studies
- Human Biology
- Human Geography
- Mathematics
- Sports Studies
- Tourism

The module studied is that described in the Field Programme Specification.

Students taking a year abroad should be registered on the most appropriate module.

Level 6 Programme

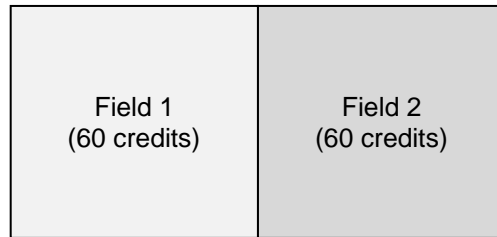
In level 6 students may continue to study the same proportion of credits in each of their two fields as at level 5 or may change to Joint mode from Major/ Minor mode or to Major/Minor mode from Joint mode, depending on availability and fulfilment of pre-requisite conditions.

Please refer to next page for progression diagram.

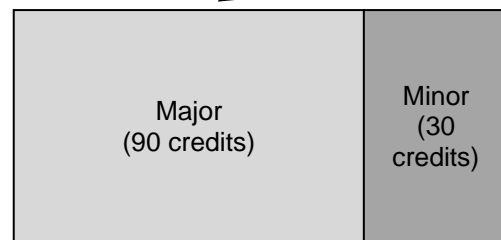
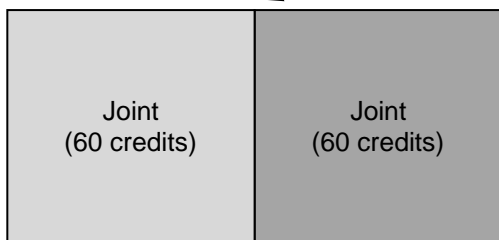
Table 1a Outline Programme Structure

Mode of study Full-time

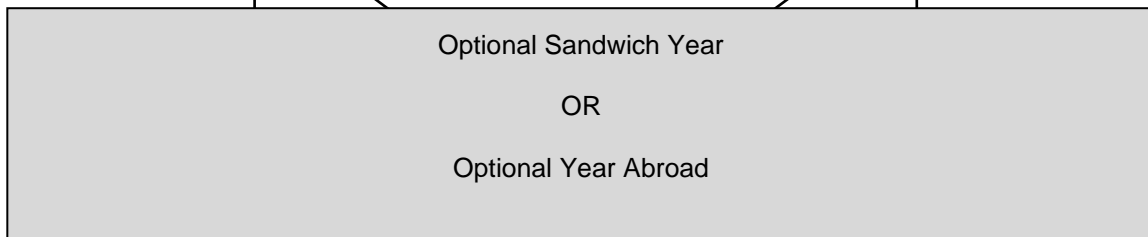
Level 4



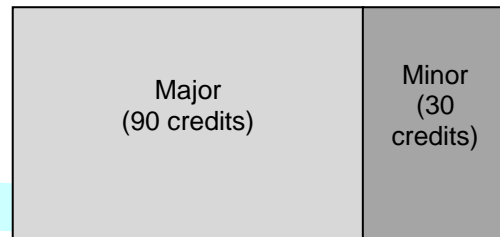
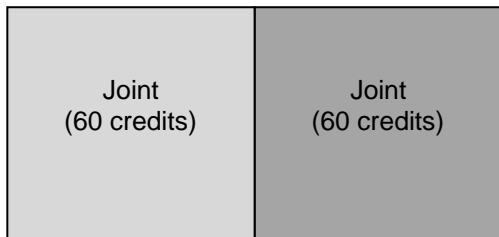
Level 5



Optional Year



Level 6



Mode of study Part-time

Currently students register on the CATS programme to study Joint Honours part-time.

Progression on Full-time routes

Progressing from level 4:

Subject to individual field/module constraints

Credits passed Progression

120	Progress to level 5
90 to 105	Progress to level 5 with credit deficit
45 to 75	Withdraw from the programme with Exit award or repeat level 4 (even with 60 credits in one field)
0 to 30	Withdraw from the programme or repeat level 4

Repeating students

120	Progress to Year 2
90 to 105	Progress to Year 2 with credit deficit
45 to 75	Withdraw from the programme with exit award (even with 60 credits in one field)
0 to 30	Withdraw from the programme

Progressing from level 5:

Subject to individual field/module constraints

Credits passed Progression

240	Progress to Final Year (Honours)/Sandwich Placement/Year Abroad
210 to 225	Progress to Final Year (Honours)/Sandwich Placement/Year Abroad, carrying failure
195	Progress to Final Year (non-Honours), constrained to taking 105 credits at levels 5/6 (subject to timetabling constraints)
180 or less	Repeat the year or take Exit Award (even with full credits in one field)

Repeating students

180 or less	Withdraw from the programme with Exit Award
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Progressing from Year 3 non-Honours route:

Subject to individual field/module constraints

Credits passed Progression

300 (60+ at L6)	Graduate with non-Honours degree or progress to Honours route
240 to 285	Progress to Honours route or take Exit Award
225 or less	Withdraw from the programme with Exit Award (even with full credits in one field)

Progression to level 5 requires a minimum of 90 credit points and passes in essential pre-requisites as described in the relevant Field Programme Specifications.

Progression to level 6 requires a minimum of 210 credit points (including at least 90 credit points at level 5) and passes in essential pre-requisites as described in the relevant Field Programme Specifications. Students who have achieved 195 credits may be permitted to progress to level 6 on a non-honours route.

The award of an honours degree requires 360 credit points passed with a minimum of at least 120 passed at level 6 and a further 120 credit points passed at level 5 or above.

Honours classification

The University has approved structure and assessment regulations common to all programmes. Full details are provided in UPR AS14.

Table 1b Final and interim awards available

The Programme provides the following final and interim awards:

Award	Minimum requirements	Available at end of Level
*University Certificate	45 credit points at level 4	4
*Certificate of Higher Education	120 credit points at level 4	4, 5
*University Diploma	180 credit points including at least 60 at level 5	5, 6
Diploma of Higher Education	240 credit points including at least 120 at level 5	5, 6
BSc/BA	300 credit points including 180 at level 6/5 of which 60 must be at level 6	6
BSc/BA Sandwich	300 credit points including 180 at level 6/5 of which 60 must be at level 6. Sandwich year must also be passed	6
BSc (Hons)/BA (Hons)	360 credit points including 240 at level 6/5 of which 120 must be at level 6	6
BSc (Hons)/BA (Hons) Sandwich	360 credit points including 240 at level 6/5 of which 120 must be at level 6. Sandwich year must also be passed	6

*Untitled interim awards

General Principles for deciding awards and titles

X Major/Y Minor combinations

The title would be X with Y

The award (BA/BSc) would be that given by the Major field

X Joint/Y Joint combinations

The title would be X and Y (in alphabetical order)

The award would be BA (Hons) if both X and Y fields offered BA
 BSc (Hons) if both X and Y fields offered BSc
 BSc (Hons) if one field offered BA and one offered BSc

Fields that offer BA

Business
 Economics
 English Language and Communication
 French
 Journalism and Media Cultures
 Law
 Philosophy
 Spanish
 Tourism

Fields that offer BSc

Computing
Digital Media Technology
Environmental Studies
Financial Mathematics
Health Studies
Human Biology
Human Geography
Mathematics
Psychology
Sports Studies

Use of 'and' and the ampersand ('&')

To avoid the use of 'and' twice in the same title, the ampersand should be used where two subjects are combined to make one field:

- 'X and Yi & Yii' (e.g. Mathematics and English Language & Communications)
- 'Xi & Xii and Y' (e.g. Journalism & Media Cultures and Law)

These principles also apply to non-Honours degrees and Diplomas in Higher Education

Recognition of study abroad

Where a joint/joint combination is awarded, the title would be X and Y with a Year Abroad (where at least 2 Semesters of study has been completed).

Where a major/minor combination is awarded 'with a Year Abroad', then the title becomes 'X with Y (**and** a Year Abroad)', rather than 'X with Y (**with** a Year Abroad)'.

These principles also apply to non-Honours degrees

E. Support for students and their learning

Students are supported by;

- The Academic Partnerships Office and in particular by a Programme Manager (Manager, Internal Partnerships) and a Senior Academic Services Officer
- Faculty Programme Tutors to provide academic and pastoral support
- Field Tutors in each of the fields
- Designated Programme Administrators
- Student representatives on Programme Committees
- An induction programme at the beginning of each new academic session
- StudyNet, a versatile on-line interactive intranet and learning environment, giving guided student-centred learning
- Access to extensive digital and print collections of information resources
- Attractive modern study environments in 2 Learning Resources Centres
- A substantial Student Centre that provides advice on issues such as finance, University regulations, legal matters, accommodation, international student support, etc
- Office of Dean of Students, incorporating Chaplaincy, Counselling and nursery
- Medical Centre
- A Mathematics Drop-in Centre
- A Disabled Student Co-ordinator
- An Equality Unit
- The Students' Union
- A Careers Service for all current students and graduates
- Overseas Orientation
- The Office of the Dean of Students provides support and advice where the School cannot resolve a student issue.

F. Entry requirements

The normal entry requirements for the Programme are:

280 to 320 UCAS points depending on field combinations. All courses require GCSE Mathematics and English Language at grade C or above (or equivalent). Where two fields have different tariff points the higher will be required.

In addition, the fields listed below have special entry requirements:

Human Biology – A Level in Biology or Chemistry and double subject science in GCSE at grade C or above, or equivalent

Languages (Spanish or French) –

Beginners: no special entry requirements or a maximum grade D at GCSE in specified language

Intermediate: Grade C or above at GCSE level or equivalent or a grade D or E at AS level in specified language

Advanced: A Level, or equivalent or an AS Level grade A-C in specified language

Mathematics – A Level Mathematics at Grade C or above

Psychology – 320 UCAS points with at least 200 from two full A levels. The remainder from any combination of A levels and AS levels

Sports Studies – GCSE grade C in Double Science is required

Depending on field combinations, a minimum IELTS score of 6.0 [or TOEFL 550 (79 IBT)] or IELTS score of 6.5 [or TOEFL 580 (92 IBT)] is required for those for whom English is not their first language.

The Programme is subject to the University's Principles, Policies, Regulations and Procedures for the Admission of Students to Undergraduate and Taught Postgraduate Programmes and will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

Section 2

Programme management

JACS code(s)	Generic Business Computing Digital Media Technology Economics English Language & Communications Entrepreneurship Environmental Studies European Studies Financial Mathematics French Health Studies Human Biology Human Geography Journalism & Media Cultures Law Mathematics Philosophy Psychology Spanish Sports Studies Tourism F/T SW P/T	Y000 N100 G400 H600 L100 Q100 N200 F850 R800 G100 R100 B990 C100 L700 P500/ P300 M100 G100 V500 C800 R400 C600 N800
Modes of study		
Intakes	A	
Relevant QAA subject benchmarking group	Various, dependent on field combinations	
Date of validation/last periodic review	12 February 2007	
Date of production/ last revision of PS	September 2008	
Relevant intake	All students entering September 2011	
Faculty	Academic Partnerships	
Administrative School(s)/Departments		

Course (i.e. pathway) details

Course (i.e. Pathway Point) Titles

Joint Honours Degree

Joint Honours Degree Sandwich

Year Abroad Joint Honours Degree

Course (i.e. Pathway Point) Codes

BSKJHA1, HEKJHA1, HHKJHA1, TCKJHA1,
 BSKJHA2, HEKJHA2, HHKJHA2, TCKJHA2,
 BSKJHA4, HEKJHA4, HHKJHA4, TCKJHA4,
 BSKJHD4, HEKJHD4, HHKJHD4, TCKJHD4,
 BSKJHE4, HEKJHE4, HHKJHE4, TCKJHE4,
 BSKJHS3, HEKJHS3, HHKJHS3, TCKJHS3,
 BSKJHS4, HEKJHS4, HHKJHS4, TCKJHS4
 BSKJHY3, HEKJHY3, HHKJHY3, TCKJHY3,
 BSKJHY4, HEKJHY4, HHKJHY4, TCKJHY4

The Programme is managed by:

- Head of Academic Partnerships
- A Programme Manager and Senior Academic Services Officer who are responsible for overseeing the Programme
- Four Faculty Programme Tutors who are responsible for the day to day management
- An Admissions Tutor with specific responsibility for open days, selection and recruitment
- Designated Administrators to deal with day to day administration associated with the Programme
- Field Tutors who are responsible for the various fields
- Module Co-ordinators who are responsible for individual modules

- A Programme Committee, the membership of which includes the Programme Manager, four Faculty Tutors, Admissions Tutor, Field Tutors, the Senior Academic Services Officer, four Faculty Programme Administrators and Student Representatives

Programme-specific assessment regulations

The Programme is compliant with the University's generic assessment regulations (Structure and Assessment Regulations for Academic Programmes, UPR AS14) with the exception of those listed below, which have been specifically approved by the University:

- None

Further points of clarification and interpretation relevant to this specific Programme are given below:

- For students studying Law, an award of a Qualifying Law Degree will be subject to the regulations for the completion of academic stage of training (see www.sra.org.uk). Students should particularly note the regulations concerning the time scale for completion of the academic stage of legal training.
- Progression from one level to the next depends on meeting the pre-requisite requirements of specific chosen modules (details in individual Field Programme Specifications)
- Attendance requirements are specified at field level
- The maximum period within which a student may gain an award on the Programme is normally 5 years (full-time) or 7 years (part-time) from their date of registration on it.

The Sandwich Placement (optional)

Introduction

This mode leads to a University award where the word “sandwich” appears on the award certificate.

Fields offering a Sandwich Placement

A sandwich placement year is not available in all fields and so the availability of a sandwich placement year will depend upon the availability of the procedures in the relevant fields.

Progression to the Sandwich Year

Students must normally satisfactorily complete all requirements for progression to the level 6 honours programme and have completed the appropriate placement induction programme (arranged by the Faculty responsible for the field). The placement must be arranged and approved by the relevant Field Placement Tutor before the student is permitted to progress to the sandwich year.

Completion of the Sandwich Placement and Progression to Level 6

Placements will normally be for a minimum of 48 weeks (including employer's and statutory holidays). This will normally be in one establishment but may occasionally be split into two consecutive half-yearly placements in different establishments. Assessment of the placement year will be considered at a meeting of the appropriate Module Board of Examiners, as determined by the Faculty offering the placement

Students deemed to have failed or withdrawn from the sandwich year will normally be required to complete satisfactorily a further 48 weeks of work experience (or a proportion of this period depending on circumstances, at the discretion of the Board of Examiners. Alternatively, providing appropriate level 5 requirements have been met, the Programme Board of Examiners for the JHProgramme may allow the student to continue to level 6 to study for a full-time award.

Assessment

Satisfactory completion of the sandwich placement is mandatory for a sandwich award; however the assessment has a credit point rating of zero and will not contribute to the honours classification. Assessment will take into account initiative and effort and will include a substantial written report.

Other sources of information

- Definitive Module Documents
 - Module Guides
 - Student Handbook
 - Programme Specification website:
(StudyNet→ Staff → Department Lists → Academic Quality Office → Programme Management → Programme Specifications)
 - University of Hertfordshire Course website:
<http://www.herts.ac.uk/courses/>
 - QAA Benchmark Statement website:
<http://www.qaa.ac.uk/academicinfrastructure/benchmark/default.asp>
 - The Framework for Higher Education Qualifications in England, Wales and Northern Ireland, 2008: <http://www.qaa.ac.uk/academicinfrastructure/FHEQ/EWNI08/default.asp>
 - SEEC Credit Level Descriptors for Further and Higher Education 2003: <http://www.seec-office.org.uk/creditlevelDescriptors2003.pdf>
 - External Quality Review report website:
http://www.qaa.ac.uk/revreps/inst_reports.asp?instID=H-0060
 - UNISTATS website:
<http://www.unistats.com/>
 - University of Hertfordshire Academic Quality Office website:
(StudyNet→ Staff → Department Lists → Academic Quality Office)
 - Structure & Assessment Regulations - Undergraduate & Taught Postgraduate Programmes, UPR AS14:
<http://herts.ac.uk/secreg/upr/AS14.htm>
 - Learning and Teaching Policy and General Educational Aims, UPR TL01:
<http://herts.ac.uk/secreg/upr/TL01.htm>
 - Admissions - Undergraduate & Taught Postgraduate Students, UPR SA03:
<http://herts.ac.uk/secreg/upr/SA03.htm>
 - Academic Quality, UPR AS17:
<http://herts.ac.uk/secreg/upr/AS17.htm>
- Index of UPRs for students:
http://www.herts.ac.uk/secreg/upr/upr_azlist_student_info.htm

Other information relevant to the Programme

None

University policies relevant to the Programme

The University undertakes to use all reasonable endeavours to deliver, assess and administer this Programme in accordance with this Programme Specification. At the same time it is recognised that it is in the nature of academic developments that changes, for example to the structure, curriculum, and assessment of a programme may be necessary in order to ensure that the Programme remains up to date, in response to issues raised as a result of on-going monitoring and evaluation, and/or in order to conform to new regulatory requirements imposed by this institution, by professional or statutory bodies, or by national or governmental bodies.

The Programme operates within the guidelines and policies relating to equal opportunities and environmental issues which may be agreed from time to time by the Board of Governors and/or the Academic Board of the University.

Where the Programme is offered in collaboration with another institution these policies and guidelines will normally be those of the partner institution.

The Programme operates in accordance with the University's Regulations Governing Studies Involving the Use of Human Subjects (UPR RE01) agreed from time to time by the Academic Board of the University. However, where the Programme is offered in collaboration with another institution (for example through a franchise arrangement for all or part of the Programme) then specific approval must be obtained from the University for the operation of the Programme within ethical guidelines prepared by the partner institution. The partner institution will be responsible for all insurance liability in connection with the observance of ethical guidelines.

Signed
Chair of Faculty Academic Quality Enhancement Committee

Date.....

If you would like this information in an alternative format please contact:
s.d.deacon@herts.ac.uk

Titles on the University Joint Honours Programme

Each of the titles below may be awarded as:

- Honours
- Unclassified (as a fall-back award)
- Diploma of Higher Education (as a fall-back award)
- Sandwich
- With a Year Abroad

following principles outlined in Section D to determine whether the award would be a Bachelor of Arts or a Bachelor of Science

In addition, Diploma of Higher Education may be awarded untitled

Business with Computing
Business with English Language & Communication
Business with English Language Teaching
Business with Environmental Studies
Business with Financial Mathematics
Business with French
Business with Journalism
Business with Law
Business with Mathematics
Business with Media Cultures
Business with Psychology
Business with Spanish
Business with Sports Studies

Computing with Business
Computing with Digital Media Technology
Computing with English Language & Communication
Computing with Financial Mathematics
Computing with Health Studies
Computing with Human Biology
Computing with Human Geography
Computing with Law
Computing with Mathematics
Computing with Philosophy
Computing with Sports Studies
Computing with Tourism

Digital Media Technology with Computing
Digital Media Technology with Economics
Digital Media Technology with English Language & Communication
Digital Media Technology with English Language Teaching
Digital Media Technology with Environmental Studies
Digital Media Technology with European Studies
Digital Media Technology with Financial Mathematics
Digital Media Technology with French
Digital Media Technology with Journalism
Digital Media Technology with Law
Digital Media Technology with Mathematics
Digital Media Technology with Media Cultures
Digital Media Technology with Psychology
Digital Media Technology with Spanish
Digital Media Technology with Sports Studies
Digital Media Technology with Tourism

Economics with Digital Media Technology
Economics with English Language & Communication
Economics with Financial Mathematics
Economics with Health Studies
Economics with Human Biology
Economics with Human Geography
Economics with Law
Economics with Mathematics
Economics with Philosophy
Economics with Sports Studies

English Language & Communication with Business
English Language & Communication with Computing
English Language & Communication with Digital Media Technology
English Language & Communication with Economics
English Language & Communication with Environmental Studies
English Language & Communication with Health Studies
English Language & Communication with Human Biology
English Language & Communication with Human Geography
English Language & Communication with Psychology

Environmental Studies with Business
Environmental Studies with Digital Media Technology
Environmental Studies with English Language & Communication
Environmental Studies with Financial Mathematics
Environmental Studies with Health Studies
Environmental Studies with Human Biology
Environmental Studies with Human Geography
Environmental Studies with Law
Environmental Studies with Mathematics
Environmental Studies with Philosophy
Environmental Studies with Sports Studies
Environmental Studies with Tourism

European Studies with Digital Media Technology
European Studies with Financial Mathematics
European Studies with Health Studies
European Studies with Human Biology
European Studies with Human Geography
European Studies with Law
European Studies with Mathematics
European Studies with Philosophy
European Studies with Sports Studies

Financial Mathematics with Business
Financial Mathematics with Computing
Financial Mathematics with Digital Media Technology
Financial Mathematics with Economics
Financial Mathematics with English Language Teaching
Financial Mathematics with Environmental Studies
Financial Mathematics with European Studies
Financial Mathematics with French
Financial Mathematics with Health Studies
Financial Mathematics with Human Biology
Financial Mathematics with Human Geography
Financial Mathematics with Journalism
Financial Mathematics with Media Cultures
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Financial Mathematics with Psychology
Financial Mathematics with Spanish

Health Studies with Computing
Health Studies with Economics
Health Studies with English Language & Communication
Health Studies with English Language Teaching
Health Studies with Environmental Studies
Health Studies with European Studies
Health Studies with Financial Mathematics
Health Studies with French
Health Studies with Journalism
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Human Biology with Computing
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Law with Business
Law with Computing
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Law with Human Geography
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Mathematics with Business
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Philosophy with Computing
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