Programme Specification for

Media Foundation Year

1. Programme title	Media Foundation
2. Awarding institution	Middlesex University
3. Teaching institution	Middlesex University
4. Details of accreditation by professional/statutory/regulatory body	
5. Final qualification	
6. Year of validation **Year of amendment**	
7. Language of study	English
8. Mode of study	Full-time/ Part-time

9. Criteria for admission to the programme

Successful applicants to the Media Foundation Year will have achieved 120 UCAS entry points (or equivalent) to gain entry. Successful applicants would normally hold qualifications at grade C or above in GCSE English language, maths, and in a relevant media-based discipline.

Mature applicants with relevant work experience are also welcome to apply. Applicants without normal qualifications but who have extensive experience in media related areas may be considered through the University's policy and formal process of Accreditation of Prior and Experiential Learning (APEL).

International students will need to have achieved IELTS 6 or above (with (with a minimum of 5.5 in each component), or have taken the Middlesex University pre-sessional English language course prior to starting the programme.

10. Aims of the programme

The programme aims to:

- produce confident students who are prepared for our level 4 undergraduate provision in media subjects* and the wider academic environment;
- produce students with a knowledge and understanding of basic media production tools, creative project planning and problem solving;
- look at the creative possibilities of media technologies and gain confidence with technical skills to develop individual ideas and projects;
- introduce and develop critical research language and skills for media subjects;
- develop professionalism, teamwork and self-reflective skills.

* Successful completion of this Media Foundation Year normally provides guaranteed progression to BA/BSc Games Design, BA Television Production, BA Visual Effects, BA Journalism, BA Digital Media, BA Film, BA Advertising, PR and Media, or BA Publishing and Digital Culture.

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11. Programme outcomes

A. Knowledge and understanding	**Teaching/learning methods**
On completion of this programme the successful student will have knowledge and understanding of : 1. Foundations of media technologies and processes. 2. Fundamentals of storytelling through media practices. 3. Academic language and communication skills to articulate ideas in media. 4. Strategies and techniques to support media-based projects from idea to resolution.	Students gain knowledge and understanding through: - interactive classes and workshops; - online activities and tests; - screenings and demonstrations; - guided research; - field trips; - individual tutorials; - group critiques. - active participation and a minimum of 75% attendance to meet the learning outcomes. **Assessment methods** Students' knowledge and understanding is assessed by: - presentation of project work; - written assignments; - receiving and responding to verbal feedback (in practical and critique sessions) and feedback that is provided electronically.

B. Cognitive (thinking) skills	**Teaching/learning methods**
On completion of this programme the successful student will be able to:	Students learn cognitive skills through:
1. Apply creative thinking to respond to a set brief.	• undertaking live project briefs and designing and running media production projects; • engaging in group discussion and critiques; • self-directed study.
2. Evaluate own work and the work of others.	**Assessment methods**
3. Apply analytical skills to media processes and objects.	Students' cognitive skills are assessed by:
4. Reflect on processes, outcomes and self-development.	• coursework including project plans; • work in process crits; • project development and research materials; • completed projects and written work; • team and self-evaluation.
C. Practical skills	**Teaching/learning methods**
On completion of the programme the successful student will be able to:	Students learn practical skills through:
1. Demonstrate a basic use of a range of media production tools and industry software.	• attending and participating in induction workshops, demonstrations, and tutorials; • following briefs, pitching ideas, and participating in production meetings and critiques; • writing exercises; • practicing research methods independently.
2. Present ideas in progress as well as completed projects.	**Assessment methods**
3. Form opinions and articulate these in written and visual form.	Students' practical skills are assessed by:
4. Research ideas independently.	• coursework including practical assignments and tasks, prototypes and experiments with technology, project development, and completed media projects; • written assignments including summaries, reports, analysis and essays;

	• project presentations and pitches.
D. Graduate skills On completion of this programme the successful student will be able to:	**Teaching/learning methods** Students acquire graduate skills through **Assessment methods** Students' graduate skills are assessed by

12. Programme structure (levels, modules, credits and progression requirements)
12. 1 Overall structure of the programme

12.2 Levels and modules		
Level 3		
COMPULSORY	OPTIONAL	PROGRESSION REQUIREMENTS
Students must take all of the following: **MED0100** **MED0200** **MED0300** **MED0400**		All modules need to be successfully passed to give the students the opportunity to progress into Level 4.

12.3 Non-compensatable modules (note statement in 12.2 regarding FHEQ levels)	
Module level	**Module code**

| Level 3 | MED0100, MED0400 |

13. Curriculum map

See attached.

14. Information about assessment regulations

Regulations

Please refer to the Middlesex Regulations:
http://www.mdx.ac.uk/regulations/

Passing the Media FY

Students must pass all the modules to be able to progress onto a Level 4 UG Programme. (Refer to 12.3 above).

Students successfully completing the Media Foundation Year who are unable to continue onto the UG Level 4 provision due to personal circumstances can exit at this point with their Level 3 credit.

Deferrals

Guidance for students regarding the Deferral of Assessment and Extenuating Circumstances processes can be found at the following links:

- https://unihub.mdx.ac.uk/your-study/assessment-and-regulations/deferral-of-assessment/_recache
- https://unihub.mdx.ac.uk/your-study/assessment-and-regulations/extenuating-circumstances/_recache

Applications for Deferral of Assessment and Extenuating Circumstances should be submitted by students via an online form (follow the link in the above guidelines or find it in myUniHub).

Students wishing to defer can discuss deferral with the Achievement Officer for Media and Performing Arts. Students should also inform the

Module Leader and Programme Leader. Automatic or Self-deferral is not permitted on any modules within the Media Foundation Year.

Attendance

It is important that you attend all your lectures, tutorials, seminars, workshops and group meetings (including those organised by students working collaboratively on a project) as otherwise you may not be able to achieve the learning outcomes for your modules. You should plan to be at all your scheduled sessions.

As your attendance is so important all Media Foundation Year modules have a minimum requirement of 75% attendance. If your attendance fails to meet this requirement you

may be excluded from the assessment and be given a grade of X for the module. If you are ill or injured, or have another emergency which means you cannot attend classes, technical workshops or group projects with other students, you must contact the module tutor as soon as possible to explain your absence and discuss what arrangements can be put in place to manage your situation.

X Grade

The definition of the X grade is "ineligible for assessment due to unsatisfactory attendance/ participation but may be retaken with permission". It is not a punishment for poor attendance but recognition that you have not been able to prepare yourself for assessment in the content of the module.

The full regulations regarding attendance are in Section C of the University Regulations: www.mdx.ac.uk/regulations

For further guidance on attendance requirements please refer to Section C on attendance which is available on UniHub:

https://unihub.mdx.ac.uk/your- study/attendance and in the University Guide.

15. Placement opportunities, requirements and support (if applicable)

16. Future careers (if applicable)

The successful completion of the Media Foundation Year leads to undergraduate study. Further details on future careers will be embedded into the associated degree programmes.

17. Particular support for learning (if applicable)

Graduate Academic Assistant Support

Joining university life can be a daunting experience, so we have put several things in place to support our Media Foundation Year students.

We have a dedicated Graduate Academic Assistant (GAA) who has previously been an undergraduate media student and now helps new students acclimatise to the Higher

Education environment. GAAs can help students both within and outside of the classroom and are a hugely important point of contact for the Media Foundation Year students. GAAs provide teaching support, advice on coursework, share key information and opportunities for the student cohort.

Learning Resource Support

Media Foundation Year students take part in induction programmes for university-wide provision such as how to access the vast range of learning resources available. Following this initial introduction, these resources will be brought into the taught FY curriculum to help students gain confidence in finding relevant subject-specific materials.

Technical Support

Students will also have technical inductions for a range of media production equipment and software.

The technical support team in the Media department have expert technical tutors and technical support to help students develop practical skills in media production. Health and Safety is embedded in the technical training to enable students to work safely both at the university and on project work off-campus.

English Language Support

MED0100 Exploring Media is taught with colleagues from the International Preparatory Programmes team. This module is specifically designed to enhance English language skills with reference to the media specialism, whilst also preparing students for the rigours of Level 4 academic practice. The module also includes an element of orientation of London as a cultural centre.

Supervisor Support

A project supervisor will support students to manage the final module - **MED0400** Media Project.

18. JACS code (or other relevant coding system)	The JACS codes are dependent on the degree choice at entry stage.
19. Relevant QAA subject benchmark group(s)	Communication, Media, Film and Cultural Studies (2008)

20. Reference points

- Middlesex University Regulations: http://mdx.ac.uk/regulations/
- QAA Subject Benchmark Statement for Communication, media, film and cultural studies (2008) http://www.qaa.ac.uk/en/Publications/Documents/Subject-

benchmark-statement-Communication-media-film-and-cultural-studies.pdf

- QAA Quality Code (Chapter B5 student engagement)
- The Framework for Higher Education in England, Wales and Northern Ireland
- Student feedback from the current cohort in the S&T School (2015/16)
- Staff from across the Media Department
- Learning and Teaching Policy and Strategy, Middlesex University
- Student Visa Compliance Manager, Middlesex University
- International Prep Programme and Short Courses, Middlesex University

21. Other information

Skills Sharing

During the Media Foundation Year students have the opportunity to work across media disciplines and learn from one another. Games Design students will approach storytelling in different ways to Journalism or Publishing students, for example. Advertising and Television Production students may find they can fruitfully collaborate, and Film/VFX students may want to develop work on different platforms with Digital Media students. Some of the biggest challenges are work together to use each other's' skills to produce innovate and exciting creative work together.

Practical Training

There will be practical workshops outside core module sessions to develop the skills students need to fulfil the briefs and assignments. We encourage students to take out the equipment and familiarise themselves with it after induction to develop confidence and skills.

Field Trips

There is a wealth of resources and knowledge in London. We will take you out of the classroom to discover how you can develop work using London as a creative resource.

Please note programme specifications provide a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve if s/he takes full advantage of the learning opportunities that are provided. More detailed information about the programme can be found in the rest of your programme handbook and the university regulations.

Appendix 2: Curriculum Map

Curriculum map for *[title of Programme]*

This section shows the highest level at which programme outcomes are to be achieved by all graduates, and maps programme learning outcomes against the modules in which they are assessed.

Programme learning outcomes

Knowledge and understanding		Practical skills	
A1		C1	
A2		C2	
A3		C3	
A4		C4	
A5		C5	
A6		C6	
A7		C7	
Cognitive skills		Graduate Skills	
B1		D1	
B2		D2	
B3		D3	
B4		D4	
B5		D5	
B6		D6	
B7		D7	

Programme outcomes																										
A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5	D6	D7	
Highest level achieved by all graduates																										

Module Title	Module Code by Level	Programme outcomes																								
		A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5	D6	D7