

PROCEDURE FOR UPDATING AND APPROVING PROGRAMME SPECIFICATIONS

1. PURPOSE

A course's Programme Specification is created by the [Course Development Team](#) when a course is designed. It gathers together in one place important course information such as UCAS and HECoS (HE Classification of Subjects) codes, the aims of the course and overall learning outcomes.

2. SCOPE

A Programme Specification should be available for all programmes of study, both undergraduate and postgraduate, except the PhD.

3. ASSOCIATED DOCUMENTS

Programme Specification Template

Cover sheet for updating the Programme Specification

[Design and Approval of Courses procedure](#)

[Assessment & Award Regulations](#) (*link available internally only*)

4. PROCEDURE

See attached Process Maps for updating and approving Programme Specifications for both *Non-Modular and Modular award-bearing provision, and also the distance learning courses taught in collaboration with the University of London International Academy.

*Non-Modular award-bearing provision = BVetMed, BSc Animal Health and Disease, BSc/FdSc Veterinary Nursing, MVetMed, Cert AVP, PG Dip Veterinary Clinical Practice and PG Cert in Veterinary Clinical Studies.

Coversheet for Programme Specifications 2019-2020

We need to reference amendments so...

**Complete this coversheet and always ensure track-changes is on
before amending the Programme Specification**

Please complete this coversheet with all relevant information each time a change is made to this document.

Course Title: _____

Date	Change requested by	Requested change	Justification for change

CMC/RDC Chair Approval if required

Date	Approved	Not approved	Comments

LTAC/MSMC Approval if required

Date	Approved	Not approved	Comments

**PROGRAMME
SPECIFICATION**

1. Applies to cohort commencing in:													
2. Degree Granting Body	Normally the University of London												
3. Awarding institution	Normally The Royal Veterinary College, except for e.g. Distance Learning courses run through the International Academy												
4. Teaching institution	Normally the RVC and any partner with which we deliver the course jointly, e.g. LSHTM, IoZ												
5. Programme accredited by	e.g. Royal Society of Biology, RCVS												
6. Name and title	e.g. Master of Science in Veterinary Epidemiology												
7. Intermediate and Subsidiary Award(s)	e.g. Postgraduate Diploma in Veterinary Education												
8. Course Management Team	e.g. Course Director, Year Leaders												
9. FHEQ Level of Final Award	See http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf												
10. Date of First Intake													
11. Frequency of Intake													
12. Duration and Mode(s) of Study	e.g. three years, full time												
13. Registration Period (<i>must be in line with the General Regulations for Study and Award</i>)	<table border="1"> <thead> <tr> <th colspan="2">Full Time</th> <th colspan="2">Part Time</th> </tr> <tr> <th>Minimum</th> <th>Maximum</th> <th>Minimum</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Full Time		Part Time		Minimum	Maximum	Minimum	Maximum				
Full Time		Part Time											
Minimum	Maximum	Minimum	Maximum										
14. Timing of Examination Board meetings													
15. Date of Last Periodic Review													
16. Date of Next Periodic Review													
17. Language of study and assessment													
18. Entry Requirements	Hyperlink to definitive current entry requirements on http://www.rvc.ac.uk/search/study?q=entry+requirements												
19. UCAS code	To be advised by Head of Admissions as part of course development process												
20. HECoS Code	To be advised by Student Records and Planning Officer as part of course development process												
21. Relevant QAA subject benchmark	(if applicable)												
22. Other External Reference Points													

23. Aims of programme	
<p>A concise, overall statement of the educational purposes of the programme. E.g.</p> <ul style="list-style-type: none"> To offer a high quality course incorporating extensive research experience, in which students are challenged by, and stimulated to challenge, accepted wisdom in all fields of biological science; To prepare graduates for a PhD or careers in academic and commercial research, and in a range of graduate careers that involve the management and welfare of companion, farm, laboratory, working and wild animals. 	
24. Overall Programme Level Learning Outcomes - the programme offers opportunities for students to achieve and demonstrate the following learning outcomes. Learning outcomes should be specified for all intermediate awards as well as for the terminal award.	
E.g. On successful completion of the Postgraduate Diploma course, students will be able to:	Modules in which each learning outcome will be developed and assessed:
<ul style="list-style-type: none"> demonstrate a profound understanding of epidemiology as the study of patterns and factors that affect health and welfare in animal and human populations; 	
<ul style="list-style-type: none"> select an appropriate study design when confronted with an epidemiological research question and develop a study protocol capable of answering the research question; 	
<ul style="list-style-type: none"> enter and manage computerised epidemiological data and carry out appropriate statistical analyses; 	
<ul style="list-style-type: none"> assess the results of epidemiological studies (their own or other investigators'), including critical appraisal of study question, study design, methods and conduct, statistical analysis and interpretation; 	
<ul style="list-style-type: none"> continue to develop independent and lifelong learning skills to promote their own personal and professional development as veterinary epidemiologists and leaders 	
On completion of the MSc course, students will additionally be able to:	
<ul style="list-style-type: none"> Carry out an independent research project, write the results in the form of a journal article and defend their project orally 	
25. Teaching/learning methods	Approximate total number of hours

Lectures				
Practical Classes				
Clinical Rotations				
Seminars				
Tutorials				
Directed Learning Sessions				
26. Assessment methods	Percentage of total assessment load			
Coursework				
Written Exams				
27. Feedback				
Describe how and when students will receive feedback, individually or collectively, on their progress in the course overall				
28. Programme structures and requirements, levels, modules, credits and awards				
	Module Title	FHEQ Level	Credits	Compulsory or optional
Year 1, Term 1	<i>Module titles to be hyperlinked to the definitive module outline</i>			
etc				
29. Work Placement Requirements or Opportunities				
30. Student Support		http://www.rvc.ac.uk/study/support-for-students		
31. Assessment				
Hyperlink to A&A Regs https://intranet.rvc.ac.uk/StudentsAndTeaching/MarkingSchemes.cfm				

Version Number	Amended by	Date



