

School of Creative Arts

Title of Programme: Graphic Design and Illustration

Programme Code: CTGDIL

# Programme Specification

This programme specification is relevant to students entering:  
01 September 2016

Associate Dean of School (Academic Quality Assurance):  
Rob Wright



Signature

15 June 2016

# Programme Specification

## Graphic Design and Illustration

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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 programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

### Section 1

<b>Awarding Institution/Body</b>	University of Hertfordshire
<b>Teaching Institution</b>	University of Hertfordshire
<b>University/partner campuses</b>	College Lane
<b>Programme accredited by</b>	Not applicable
<b>Final Award</b>	BA Hons
<b>All Final Award titles</b>	Graphic Design / (Sandwich) / with a Year Abroad Illustration / (Sandwich) / with a Year Abroad
<b>FHEQ level of award</b>	6
<b>UCAS code(s)</b>	Graphic Design - W210 Illustration – W221
<b>Language of Delivery</b>	English

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#### A. Programme Rationale

Graphic Designers and Illustrators shape our understanding of stories, ideas and information. Their work should inform, educate, engage and entertain. In an era of information saturation the need for effective visual communication has never been more acute, nor indeed have the possibilities for effective communication been so wide open. We aim to equip students with the necessary skills and intellectual qualities sufficient to find gainful employment within the fields of graphic design and illustration.

The programme is one of only a few nationally that offers at the outset an experience of both graphic design and illustration; we see this as an advantage from a marketing and recruitment point of view and many applicants site this initial dual experience as the reason they applied to the programme. The curriculum is well set up to offer students who are both unsure as to their future direction a unique and necessary insight into both disciplines, as well as those whose minds are made up about their future academic direction.

The programme recognises the fact that the visual communications industry has undergone and continues to undergo, something of a revolution in terms of the output and medium for the client's message. It is vital that designers and illustrators have not only a grounding in core design and communication principles, skills, knowledge, craft and media, but also in the wealth of digital platforms that are so much a part of modern life. With this in mind, the programme devotes a great deal of time and resource to teaching aspects of contemporary digital/screen design that are built upon a primary education in core design principles.

A characteristic of the programme is its breadth in terms of the range of media, processes and approaches to problem solving it encourages. It acknowledges the fact that designers of the future will need to possess multi-disciplinary skills as well as the ability and confidence to collaborate with others. We aim to provide our students with a 'tool box' of visual languages, thinking skills and contextual knowledge to help them solve complex design problems and to communicate their ideas effectively. At the time of graduation students will have developed an individual approach to the fields of graphic design or illustration, be confident in their own content-orientated and aesthetic judgements and they will have the skills to market themselves and their work to employers within the creative industries.

Graphic design and illustration, although from a common stable, are rather different professional activities. In this programme the first semester of Level 4 is a common, shared experience during which students are given the time to explore and develop the common aspects of these two disciplines, as well as providing a sound grounding in the differences so as to allow students to make an informed choice about which award to join. This first semester is characterised by a set of assignments that deal with issues such as narrative, story-telling, research, basic layout and 2D composition and documentation. In addition, a comprehensive set of lectures and presentation from staff, practicing alumni and students from Levels 5 and 6, set out to explore the two awards and the professional worlds of work. Students then make a choice about joining either the Graphic Design award or the Illustration award from Semester B onwards. This second semester focuses on the student's chosen discipline and is characterised by a set of intensive workshops, supported by appropriate creative briefs that test the knowledge, understanding and skills acquired. The principle aim of this semester is to address the core, essential principles of either graphic design or illustration, in preparation for advanced and continued study at Level 5.

Level 5 continues with intensive discipline-specific workshops and creative project briefs allied to the workshops. Philosophically students are encouraged to consider the idea that the module in Level 5 Semester A is simply a continuation of, or an extension of the Level 4 Semester B module. There is an increasing focus on the professional world that flows throughout Level 5 characterised by constant reference to contemporary professional practitioners, project briefs, constraints and timescales that are typical of industry, live projects, collaborations with industry partners, work experience opportunities, study trips and talks from visiting guest speakers. The second semester comprises of two modules, one of which (Professional Development) is focused on all matters relating to the student's learning, progress and growing interests as a student designer/illustrator as well as their hopes and aspirations for the future. The module also covers aspects of self-promotion and portfolio development. The other module allows opportunities to work with external professional collaborators such as established design studios or practitioners, live projects with genuine clients and/or to submit work in response to national and international design competitions. It is the programme's aim that by the end of Level 5 students ought to be adequately equipped in terms of their knowledge, understanding and skills to secure a work placement or internship within a professional design studio. Thus, they should have an established design process that allows for appropriate research, editing, analysis and selection; idea generation and development; communication skills to present ideas and to take on board and adapt to feedback; and sufficient knowledge of visual languages, aesthetic flair and technical skills to execute their ideas to the satisfaction of the brief.

Level 6 is considered the 'portfolio year' and is largely concerned with the development of a high quality graduate portfolio of design/illustration work. The portfolio of work, traditionally a literal hard-copy folder, but these days also a number of other digital/virtual outcomes, is still the primary means of graduates securing employment. Given the highly vocational nature of this particular programme, the Level 6 curriculum is designed to allow students the opportunity to work on a wide variety of visual communication problems that will be recognised, understood and appreciated by potential employers. There is a conscious decision to only allow self-initiated work to take place within the parameters of staff to student negotiation. Most assignments, however, will be either set by the staff team or will be drawn from the wide range of externally set competition briefs available each year.

Level 6 students will at all times be juggling several projects at once and as such they are expected to demonstrate high levels of personal responsibility in the day to day management of their time. Alongside continuing to develop as designers and illustrators, Level 6 students will also develop as project managers, organisers, team players and communicators. As mentioned, students will have a number of opportunities to enter competition briefs and compete with students from across the UK and many other international institutions. In Semester B students will engage in a number of projects including a single, large Final Major Project and a comprehensive self-promotion and portfolio development exercise.

Upon graduation students are aiming for employment, usually via graduate placements and internships. Employment opportunities lie within established design consultancies, advertising agencies, as freelance designers and/or illustrators and a number of other related professional practices. Post-graduate study is also encouraged and promoted.

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## B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in [UPR TL03](#).

### **Additionally this programme aims to:**

- enable students to initiate, develop and realise distinctive, creative and commercially viable work in the fields of graphic design and/or illustration;
- provide students with a detailed knowledge and comprehensive understanding of key historical and contemporary developments in graphic design and/or illustration, including social, historical and professional contexts;
- develop in students an ability to communicate effectively to a range of audiences, to work with others, to listen, discuss and negotiate and to develop self-reflective practices;
- enable students to develop a range of personal and entrepreneurial skills which will equip them with the ability to respond to current and future career challenges.

### **and for the award of Graphic Design**

- develop an awareness of the vital importance of core typography, layout/composition skills along with idea generation techniques and the ability to craft and execute visual ideas to a high professional standard.

### **and for the award of Illustration**

- promote the vital importance of all forms of drawing and mark-making along with other traditional and also contemporary craft/technology skills.

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## C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for Art and Design and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education 2010 have been used as a guiding framework for curriculum design.

Programme Learning Outcomes will be contextualised for each award title in accordance with the subject area being studied.

Knowledge and Understanding of:	Teaching/learning methods & strategies	Assessment
<p>A1-historical and current developments in the disciplines of graphic design and illustration;</p> <p>A2-cultural, historical and professional contexts;</p> <p>A3-visual languages appropriate to the practice of graphic design and illustration in relation to problems, markets and audiences;</p> <p>A4-materials, techniques and processes relating to graphic design and illustration;</p> <p>A5-a process of project development and design realisation to standards of professional competence;</p> <p>A6-audiences and requirements of professional practice in the visual communication industries.</p>	<p>Acquisition of knowledge and understanding is through a combination of lectures, (A1) studio-based project work, (A2-A3) seminars, (A6) group tutorials (A5) and workshops. (A4)</p> <p>Learning is instigated largely by set projects with regular tutorial and seminar support including small group tutorials. This allows students to not only discuss with staff their own work and progress, but to also see other students' work and to engage in the discussions that relate to the work of their peers.</p> <p>There is a requirement for written work at all levels including design reports, evaluations and Critical and Contextual Studies essays. There is an extended essay at level 6.</p> <p>Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.</p>	<p>Knowledge and understanding are assessed through a combination of in-course assessments typically including the submission of workshop outcomes and practical assignments, essay submissions and research materials generated for projects.</p>
Intellectual skills - able to:	Teaching/learning methods & strategies	Assessment
<p>B1-exercise, in a creative design process, thorough research, analysis, selection and critical judgement;</p> <p>B2-demonstrate a confidence and ability in the generation of ideas and approaches to solving visual communication problems, present arguments fluently and draw conclusions independently;</p> <p>B3-demonstrate a willingness to explore visual languages, materials and techniques;</p> <p>B4-develop levels of critical analysis and self-reflection in response to research and ideas;</p>	<p>Intellectual skills are developed at all levels of the programme through the methods and strategies outlined in section A above.</p> <p>Throughout, the learner is encouraged to develop intellectual skills further by independent study which has an increasing emphasis as the student progresses through the programme. At level 6 for example, students are expected to be capable of working independently throughout, with only occasional support and guidance delivered through presentations and group tutorials. (B4, B6)</p>	<p>Intellectual skills are assessed through a combination of in-course assessments typically including the submission of workshop outcomes and practical assignments, essay submissions and research materials generated for projects.</p> <p>Design projects are supported by on-going tutorials, student-led presentations and project critiques, providing constant opportunities to gain formative feedback.</p>

<p>B5-present an appropriate range of solutions to design problems in critical response to set briefs and/or negotiated projects;</p> <p>B6-make informed aesthetic, functional and intellectual judgements relative to the appropriate realisation of design ideas.</p>	<p>A student's Intellectual skills will be evident in a design process which demonstrates creative thinking, problem solving, analysis and judgement in the development, realisation and ultimate presentation of solutions. (B1, B2, B3, B5)</p>	
<p>Practical skills - able to:</p>	<p>Teaching/learning methods &amp; strategies</p>	<p>Assessment</p>
<p>C1-produce design and imagery to a professional standard using a range of materials for various audiences/context;</p> <p>C2-demonstrate professional competence in the realisation, presentation and communication of design ideas and concepts in the field of visual communication;</p> <p>C3-demonstrate professional competence in drawing and other core mark-making techniques, skills and mediums and be able to use these to convey meaning;</p> <p>C4-demonstrate professional competence in typography, layout, composition, word and image juxtaposition, choice and use of paper, print processes, finishes and formats.</p>	<p>Practical skills are developed through a series of workshops and projects intended to test skills acquired. (C1, C2, C3, C4) Seminars and group tutorials provide opportunities to discuss ideas, progress, the work of others and the strengths and weakness in the work presented.</p> <p>Workshops are provided so that students can work independently to consolidate their knowledge and grasp of practical skills. Again, this is particularly emphasised at level 6 of the programme.</p>	<p>Practical skills are evidenced in the realisation and execution of design solutions and the quality of production values of module work. They are assessed through workshop outcomes, project work, portfolio submissions and presentations.</p>
<p>Transferable skills - able to:</p>	<p>Teaching/learning methods &amp; strategies</p>	<p>Assessment</p>
<p>D1-research, edit, organise and present information effectively to a range of audiences both traditionally and digitally;</p> <p>D2-demonstrate a high level of personal responsibility and initiative in the management of self learning;</p> <p>D3-identify personal strengths and learning needs through reflection and evaluation;</p>	<p>Transferable skills are developed throughout the programme. The skills of research, presentation, self-reflection and communication (D1, D2, D3, D4) are essential to all modules and are increasingly developed as the student progresses throughout the programme.</p>	<p>Transferable skills are assessed through a range of assignments built into the curriculum. In-module assessment is by submission of a portfolio, presentations and written work.</p>

D4-argue rationally and communicate effectively, both orally and in writing;	Modules in levels 4 and 5 provide opportunities for team-working skills to be developed. (D5) Much of levels 5 and 6 provides opportunities for entrepreneurial skills to be developed and tested. (D8)
D5-work effectively within a team in a variety of roles;	
D6-respond flexibly to discussions, recommendations and change;	As work becomes more complex at levels 5 and 6, students are tested on their abilities to respond positively to feedback from a variety of audiences, as well as to manage increasingly large workloads. (D6, D7)
D7-demonstrate responsibility with regards to time and project management;	
D8- effectively deploy a range of personal and entrepreneurial skills to meet their career aspirations.	Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.

The assessment of each module is based on the fulfilment of the module aims, as evidenced by the Student's ability to demonstrate the learning outcomes as expressed on the Definitive Module Documents (DMDs).

Assessment methods are designed to reflect the learning undertaken within the course and the requirements outlined within the learning outcomes. Specific requirements are described in the DMDs.

**Formative Assessments** – ongoing progress review in critiques, presentation and tutorials. At regular points throughout the course, students' progress is monitored and reviewed by subject tutors and peers through critiques and presentations, when work in progress is seen and discussed and feedback is given.

**Summative Assessments** - assessment that directly contributes to module grade. In the main this happens at the end of the module. Within each module, specified elements of coursework are presented and marked.

Summative assessment normally takes place through critiques or presentations, when a selected portfolio of work is submitted for scrutiny. Students may be asked to provide a rationale for the work presented which forms the basis of self-assessment, alongside the tutor assessment and verbal and/or written feedback is given.

Teaching and Learning strategies at each level are designed to enable students to progress through their programme of study effectively.

Assessments on the programme serve to provide the students with the opportunity to demonstrate the appropriate learning outcomes to a standard suitable for the award of a pass grade in the module assessed; or ultimately, to demonstrate their eligibility for the final award.

Students with documented special learning needs are able to negotiate arrangements for the submission of work for assessment.

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

The programme is offered in full time (3 years) and sandwich or with a year abroad (4 years) modes and leads to the following awards:

BA Degree with Honours in Graphic Design  
BA Degree with Honours in Graphic Design (Sandwich)  
BA Degree with Honours in Graphic Design with a Year Abroad  
BA Degree with Honours in Illustration  
BA Degree with Honours in Illustration (Sandwich)  
BA Degree with Honours in Illustration with a Year Abroad

Entry is normally at level 4 with suitable entry qualifications as detailed in section F, but is possible at subsequent levels subject to appropriate qualifications and experience. Intake is normally Semester A (September).

### Work-Based Learning, including Sandwich and Year Abroad Programmes

A designated Year Abroad programme leads to a University award in Study Abroad mode and the words "with a year abroad" appear on the award certificate. The Year Abroad will provide students with the opportunity to expand, develop and apply the knowledge and skills gained at the start of their course at the School of Creative Arts (UH), within a different organisational and cultural environment in a partner academic institution. The host institution will appoint a Programme Co-ordinator who will oversee the student's programme during the Year Abroad and will liaise with the appointed UH Supervisor. Students in Creative Arts may only undertake Study Abroad for an entire academic year and not for a single semester.

Students on the Study Abroad mode will be registered on the relevant Year Abroad Module.

Students may undertake a period of study at an approved partner institution as an **additional** year between Levels 4 and 5 (students must pass 120 credits) or between Levels 5 and 6 (students must pass 240 credits).

Alternatively (in exceptional cases where the curriculum provided at an approved franchise partner is aligned to that within this programme and where this has been formally agreed by the Programme Leader), students may undertake this study period **in place of** Level 5 (Year 2) at the School of Creative Arts (UH). In this case, successful students will receive credit for 120 credits at Level 5 and their final degree classification will be calculated in line with those for a direct Level 6 entrant (i.e. Level 5 achievement/grades will not be taken in to account).

A designated sandwich programme leads to a University award in the sandwich mode and the word "(Sandwich)" appears on the award certificate. In order for the programme to lead to an award in the sandwich mode, the student must undertake a period of approved work experience of not less than 36 weeks with no possibility of exemption, normally between the end of Year 2 and the beginning of Year 4. This will normally be completed within the United Kingdom but with approval may be completed within other countries. Progress of the student's training and development is monitored through visits from University academic staff or from reports from the student. Students will be required to document this period of work in accordance with the guidelines produced by the School. Students on the sandwich programme will be registered on the Sandwich Year Module (6CTA1008).

Students who have not achieved the minimum progression requirements at the end of Level 5 may be prevented from undertaking a sandwich placement. The policy relating to progression onto the placement year from level 5 is given in the School Guidelines on Placements. Students who are on the sandwich programme but have a 'Failed' grade at any Level 4 or 5 module will not normally be allowed to register to repeat this module until they return from placement.

## Other Work Experience (Short and Medium Term)

In addition to offering a full Sandwich year (as explained above and referred to in the School as a 'Long Term Work Experience'), we encourage students to participate in shorter work experiences / placements.

With agreement from the Programme Leader, a student negotiated work experience is available within this Programme at Levels 5/6.

This means that, with prior written agreement, a student may undertake:

- a work experience in place of *an assessed component within* one of the named modules below (referred to as a 'Short Term Work Experience'); *or*,
- a work experience *entirely in place of* one of the named modules below (referred to as a 'Medium Term Work Experience').

In the case of a Medium Term Work Experience, the student will be de-registered from the chosen module and registered upon 5CTA1004 *Professional Work Experience 15: Design* instead.

The module(s) that are approved within this Programme for work experience/placement are:

5CTA1109 - Graphic Design Professional Development (15 credits)  
5CTA1110 - Illustration Professional Development (15 credits)  
5CTA1111 - Graphic Design Live Projects (30 credits)  
5CTA1112 - Illustration Commissions (30 credits)

6CTA1066 - Graphic Design Advanced Practice Part 1 (30 credits) ('*Short Term*' only) **or**,  
6CTA1067 - Illustration Advanced Practice Part 1 (30 credits) ('*Short Term*' only) (*depending upon award*)

Students normally undertake their work placement *during* Level 5, with the assessment submission made during the period of the module, or alternatively may negotiate with the programme leader to allow a placement undertaken at a different time (for example, during a vacation or non-teaching period) to be accredited within the module running at Level 6 - with appropriate evidence submitted (including a reflective report).

Students (and staff when considering approval) should carefully consider any potential difficulties which may arise when attempting to undertake a work experience simultaneously with their academic study (for example, Timetable constraints for other modules). In terms of exemption from academic study whilst undertaking a work placement, a time equivalent to 30 credits is normally the maximum permitted. There is a maximum of 45 credits of professional Work Experience for any student within any year of University study.

Additional advice on these modules is available in the School's Accredited Work Experience Handbook and the Professional Work Experience Definitive Module Document (DMD). Students will need approval of the programme leader or nominee for the work experience, to ensure that the scope and level of challenge / learning of the work submitted in reflection upon a work experience, is appropriate and as far as possible, matched in scope and level to any work being substituted.

The programme supports the student in opportunities to undertake live projects which may arise through their own endeavour and works to build such opportunities into the student's learning and assessment through negotiation of briefs and presentable outcomes. The term 'live projects' refers here to a range of activities that extends well beyond those that are primarily commercial and includes social enterprise projects undertaken in connection with community groups, arts organisations and other agencies. Where a student wishes to undertake a live project, it is a requirement that before it commences there is in place a learning contract that specifies clearly how it enables the student to fulfill the module Learning Outcomes; the materials to be submitted for assessment; the date of submission for that material; what the work means in terms of the student's attendance and workload and an appropriate strategy for supervision by a tutor. That contract has to be agreed by both the module tutor and the Programme Leader.

## 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 Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 (in section 2) identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

**Mode of study** Full Time; Sandwich  
**Entry point** Semester A

### Level 4

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
<b>Compulsory Modules</b>							
<b>Module Title</b>							
Visual Communication	4CTA1155	45	English	0	100	0	A
C&CS Level 4 Graphic Design and Illustration	4CTA1060	30	English	0	100	0	AB

Before the start of Semester B students are required to choose either Graphic Design Essentials Part 1 or Illustration Essentials Part 1. Projects and workshops are carefully designed to enable students and staff to diagnose the appropriate award choice. One on One tutorials are also in place to discuss the student's strengths and future ambitions.

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
<b>Compulsory (Award Specific) Modules</b>							
<b>Module Title</b>							
Graphic Design Essentials Part 1	4CTA1156	45	English	0	100	0	B
Illustration Essentials Part 1	4CTA1157	45	English	0	100	0	B

### OPTIONAL - Year 2 - Study Year Abroad

Students may elect to take a study year abroad, as optional experience:

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
<b>Optional Modules</b>							
<b>Module Title</b>							
Year Abroad	5CTA0001	0	English	0	100	0	ABC

In order to achieve the 'with a Year Abroad' Award students must complete Module 5CTA0001 between levels 4 and 5 of their study.

## Level 5

<b>Compulsory (Award Specific) Modules</b> Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
<b>GRAPHIC DESIGN</b>							
Graphic Design Essentials Part 2	5CTA1107	45	English	0	100	0	A
Graphic Design Professional Development *	5CTA1109	15	English	0	100	0	B
Graphic Design Live Projects *	5CTA1111	30	English	0	100	0	B
<b>ILLUSTRATION</b>							
Illustration Essentials Part 2	5CTA1108	45	English	0	100	0	A
Illustration Professional Development *	5CTA1110	15	English	0	100	0	B
Illustration Commissions *	5CTA1112	30	English	0	100	0	B

\* Work experience may be undertaken in these modules in part or entire fulfillment of the modules, depending upon the nature of the placement acquired.

<b>Placement Modules</b> Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Professional Work Experience 15: Design	5CTA1004	15	English	0	100	0	A, B

Students may undertake a medium term work experience instead of this module. (Section D, page 9 refers.)

<b>Compulsory Modules</b> Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
C&CS Level 5 Graphic Design and Illustration	5CTA1075	30	English	0	100	0	AB

## OPTIONAL - Year 3 - Sandwich Year or Study Year Abroad

Students may elect to take a sandwich placement year, or study year abroad, as optional experience.

### Sandwich Year

Optional Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Sandwich Year (Creative Arts)	6CTA1008	0	English	0	100	0	ABC

In order to achieve the Sandwich Award students must complete module 6CTA1008 between levels 5 and 6 of their study.

### Year Abroad

Optional Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Year Abroad (Creative Arts)	6CTA0001	0	English	0	100	0	ABC

In order to achieve the 'with a Year Abroad' Award students must complete Module 6CTA0001 between levels 5 and 6 of their study.

## Level 6 (Year 3 Full Time, Year 4 Sandwich)

Compulsory (Award Specific) Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
<b>GRAPHIC DESIGN</b>							
Graphic Design Advanced Practice Part 1	6CTA1066	30	English	0	100	0	A
Graphic Design Advanced Practice Part 2	6CTA1068	60	English	0	100	0	B
<b>ILLUSTRATION</b>							
Illustration Advanced Practice Part 1	6CTA1067	30	English	0	100	0	A
Illustration Advanced Practice Part 2	6CTA1069	60	English	0	100	0	B

### Compulsory Modules

#### Module Title

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Graphic Design and Illustration L6 Degree Essay	6CTA1073	30	English	0	100	0	A

### Critical and Cultural Studies Shell Modules

In order to provide visiting CATS and Erasmus students with a single-semester option in which to undertake C&CS study within this programme, two additional 'shell modules' have been created. Depending upon the semester of the visit, incoming students may be registered upon the relevant shell module (as below) however it should be noted that the delivery and content of these modules will be the same as that provided to students registered upon the double-semester C&CS module within the semester in question. In exceptional circumstances and with the prior agreement of the Programme Leader, UH students might be registered upon a 'shell module' if there is a need to divide C&CS in to single semester blocks, for example in an effort to facilitate a flexible study pattern.

Module Title	Module Code	Credit Points	Language of Delivery	% Exam	% C/wk	% Pract	Semester
Critical and Cultural Studies in the Creative Arts	4CTA1205	15	English	0	100	0	A, B
Critical and Cultural Studies in the Creative Arts	5CTA1149	15	English	0	100	0	A, B

## FULL TIME MODE (3 years)

LEVEL 4		Semester A	Semester B
		<b>Visual Communication</b> 4CTA1155 45 credits	<b>Graphic Design Essentials Part 1</b> 4CTA1156 45 credits  or  <b>Illustration Essentials Part 1</b> 4CTA1157 45 credits
<b>C&amp;CS Level 4 Graphic Design and Illustration</b> 4CTA1060 30 credits			
LEVEL 5		Semester A	Semester B
		<b>Graphic Design Essentials Part 2</b> 5CTA1107 45 credits  or  <b>Illustration Essentials Part 2</b> 5CTA1108 45 credits	<b>Graphic Design Professional Development</b> 5CTA1109 15 credits  or  <b>Illustration Professional Development</b> 5CTA1110 15 credits
			<b>Graphic Design Live Projects</b> 5CTA1111 30 credits  or  <b>Illustration Commissions</b> 5CTA1112 30 credits
<b>C&amp;CS Level 5 Graphic Design and Illustration</b> 5CTA1075 30 credits			
LEVEL 6		Semester A	Semester B
		<b>Graphic Design Advanced Practice Part 1</b> 6CTA1066 30 credits  or  <b>Illustration Advanced Practice Part 1</b> 6CTA1067 30 credits	<b>Graphic Design Advanced Practice Part 2</b> 6CTA1068 60 credits  or  <b>Illustration Advanced Practice Part 2</b> 6CTA1069 60 credits
		<b>Graphic Design and Illustration L6 Degree Essay</b> 6CTA1073 30 credits	

Progression to levels 5 and 6 requires a minimum of 90 and 210 credits respectively and passes in all compulsory modules.

The award of an honours degree requires 360 credit points passed with a minimum of at least 120 at level 6 including all the award specific modules.

Table1b (below) details the minimum requirements for all awards.

#### Honours classification

The University has approved structure and assessment regulations common to all programmes. Full details are provided in [UPR AS14](#), Section D.

#### 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: Graphic Design Certificate of Higher Education: Illustration	120 credit points at level 4	4, 5
Diploma of Higher Education: Graphic Design Diploma of Higher Education: Illustration	240 credit points including at least 120 at level 5	5, 6
BA Graphic Design BA Graphic Design (Sandwich) BA Graphic Design with a Year Abroad BA Illustration BA Illustration (Sandwich) BA Illustration with a Year Abroad	300 credit points including 180 at level 6/5 of which 60 must be at level 6	6
BA (Hons) Graphic Design BA (Hons) Graphic Design (Sandwich) BA (Hons) Graphic Design with a Year Abroad BA (Hons) Illustration BA (Hons) Illustration (Sandwich) BA (Hons) Illustration with a Year Abroad	360 credit points including 240 at level 6/5 of which 120 must be at level 6	6

## E. Support for students and their learning

Students are supported by:

- Particular orientation induction for overseas students and ongoing support for English language skills which relates to current academic activities.
- An induction at the beginning of each new academic session.
- Academic Subject Group Leader to oversee and advise on programme related issues..
- Programme leader and year tutors to help students understand the course/programme structure and to provide academic and pastoral support.
- Staff surgery hours.
- Technical Officer support.
- A designated student administrator to deal with student enquiries.
- Student representatives on the programme committee.
- On-site shop for materials, Loan Stores for camera and other equipment.
- Academic English support.

- International Students support.
- StudyNet, a versatile on-line inter-active intranet and learning environment.
- Guided student-centred learning on StudyNet module sites.
- Attractive modern study environments in two Learning Resources Centres.
- Access to extensive digital and print collections of information resources.
- A substantial Student Centre, providing 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 and Pharmacy.
- University Disability Advisors.
- An Equal Opportunities Officer.
- The Careers, Employment and Enterprise service for all current students and graduates.
- The Students' Union.
- The Creative Arts Toolkit <http://catoolkit.herts.ac.uk>

## F. Entry requirements

Selection is based on a portfolio interview, after which students may be required to complete a Foundation Year or Foundation Diploma before progressing to the degree course.

Applications will be considered on an individual basis and are particularly welcomed from students with non-standard qualifications, or from a variety of backgrounds.

Additionally, applications are welcomed from students who are completing Advanced level qualifications in relevant subject areas. On successful admission, such applicants will be supported through specific address to essential visualisation and research methods common to degree level Art and Design study.

The normal entry requirements for Level 4 of the programme fall into two categories which are:

- \* those who have been successful at interview and have attained an appropriate A-Level or equivalent outcome (normally Art, Design and Technology, Graphics) and apply direct from 6<sup>th</sup> Form and achieved 240 UCAS points;
- \* those who have been successful at interview and who have successfully completed a visual arts pre-degree course which may be a Foundation or two-year National Diploma (in place of A Level study) or equivalent.

Applicants will be evaluated against the following criteria:

- Academic attainment within general education at GCSE, A and VA Level GCE (12 unit award).
- Satisfactory academic reference.
- Personal statement or letter of application.
- Alternative or additional experience within art and design or appropriate subject areas.
- knowledge of and evidence of potential ability in the subject(s) of graphic design and/or illustration.
- interests, curiosity, intellect.

Admission to the programme is normally by interview and the student fulfilling the general entry requirements of the university. In addition, all applicants are required to provide a portfolio of relevant work in support of their application.

Applicants must be able to demonstrate through either formal qualification or relevant prior experience their readiness for study at degree level.

In the case of students seeking to transfer to the programme from either foundation degree courses or from another non University of Hertfordshire degree courses, applications will be looked at on a case by case basis.

### **Non-standard Applicants / Direct Applicants into Years 2 or 3**

If you have prior higher education or equivalent work experience, it may be possible for this to be taken into account, to enable advanced entry to your chosen programme. For example, if you have a Foundation Degree/HND in an appropriate subject and are aiming to achieve an honours degree, you may be considered for exemption from Level 4 and/or Level 5 studies (the equivalent of the first and second year of a full-time degree). You may also be awarded credit for relevant prior learning such as previous courses studied (APCL) or your industrial, professional or other experience (APEL).

### **English Language**

All international students are required to demonstrate suitable levels of English language competence. This can be through previous study in English, but we often require specific performance in English tests. All undergraduates must be able to prove a minimum of IELTS 6.0, TOEFL 213 or equivalent.

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

<b>Relevant QAA subject benchmarking statements</b>	Art and Design
<b>Date of validation/last periodic review ) previous events )</b>	January 14 (April 10 (Module Revisions) / February 08)
<b>Date of production/ last revision of PS</b>	June 2016 / June 2015
<b>Relevant intakes</b>	Level 4 entering September 2016
<b>Administrative School</b>	School of Creative Arts

Table 3 Course structure

Course details					
Course code	Course description				JACS
CTGDIL  <b>CTGD</b> <b>CTIL&lt;</b>	Graphic Design and Illustration  <b>BA (Hons) Graphic Design</b> <b>BA (Hons) Illustration</b>				W210 W221
Course Instances					
Instances code	Intake	Stream	Instances Year	Location:	Mode of study
GRD1S	A	BA (Hons) Graphic Design	1	UH Hatfield Campus	Full-time/sandwich
GRD2S	A	BA (Hons) Graphic Design	2	UH Hatfield Campus	Full-time/sandwich
GRD3S	A	BA (Hons) Graphic Design	3	UH Hatfield Campus	Sandwich Placement/Study Abroad
GRD3F	A	BA (Hons) Graphic Design	3	UH Hatfield Campus	Full-time
GRD4S	A	BA (Hons) Graphic Design	4	UH Hatfield Campus	Sandwich Placement/Study Abroad
GRD2EX	A	BA (Hons) Graphic Design	2	UH Hatfield Campus	Full-time
ILL1S	A	BA (Hons) Illustration	1	UH Hatfield Campus	Full-time/sandwich
ILL2S	A	BA (Hons) Illustration	2	UH Hatfield Campus	Full-time/sandwich
ILL3S	A	BA (Hons) Illustration	3	UH Hatfield Campus	Sandwich Placement/Study Abroad
ILL3F	A	BA (Hons) Illustration	3	UH Hatfield Campus	Full-time
ILL4S	A	BA (Hons) Illustration	4	UH Hatfield Campus	Sandwich Placement/Study Abroad
ILL2EX	A	BA (Hons) Illustration	2	UH Hatfield Campus	Full-time

The programme is managed by:

- Dean of School.
- Associate Dean of School (AQA) who has delegated responsibility for programmes in the School of Creative Arts.
- Academic Subject Group Leader with an overview of the programme.
- A Programme Leader who is responsible for the day to day management and who can advise students on the programme as a whole.
- Module Tutors who are responsible for individual modules.
- A School Admissions Tutor with specific responsibility for open days and selection.
- A designated Administrator to deal with day to day administration associated with the programme.
- A programme committee, the membership of which includes the academic group leader, programme leader, all teaching staff, a technical officer, student representatives and the Information Hertfordshire Manager.

## Programme-specific assessment regulations

The programme is compliant with the University's academic regulations (UPR AS11, UPR AS12, UPR AS13 or UPR AS14) with the exception of those listed below, which have been specifically approved by the University:

- Module 6CTA1073 Graphic Design and Illustration L6 Degree Essay **cannot** be substituted with equivalent credits from any level to improve the degree classification of the awards BA (Hons) Graphic Design or BA (Hons) Illustration.

Course Code	Course Instance	Award Title	Modules (child instance codes and Title)	Must be included in Award degree algorithm
CTGD GTIL	GRD3F / GRD4S ILL3F / ILL4S	BA (Hons) Graphic Design BA (Hons) Illustration	6CTA1073 – Graphic Design and Illustration L6 Degree Essay	Yes

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

- Students are expected to commit to all elements of their programme of study, be punctual in their attendance and meet deadlines. Persistent, unexplained absence or late arrival/departure from lectures, seminars and practicals is not acceptable. Students may be required to attend some specific timetabled sessions for their programme. Some modules have additional specific attendance requirements in place which will normally be highlighted within the relevant DMD (Definitive Module Document) or other assessment documentation (module guide or assignment brief). Lack of attendance may inhibit the student's ability to meet the learning outcomes of such modules leading to reduced or fail grades through poor performance.

### **Students transferring in from a Franchise:**

Students being considered for a final award within this Programme, who have previously completed Level 5 of their studies within a franchised version of this Programme, will have their final degree classification calculated using the standard UH degree methodology, i.e. taking into account their L5 performance at the franchise in addition to their L6 performance at UH.

The programme operates a University-wide policy for treatment of serious adverse circumstances and students receive details in the Student Handbook.

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## Other sources of information

- Definitive Module Documents
- Module Guides
- Student Handbook
- A-Z guide  
<http://www.studynet1.herts.ac.uk/ptl/common/support.nsf/support?ReadForm>
- University of Hertfordshire Course website:  
<http://www.herts.ac.uk/courses/>
- QAA Benchmark Statement website:  
<http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements>
- Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014)  
[The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](#)
- SEEC Credit Level Descriptors for Further and Higher Education 2010:  
<http://www.seec.org.uk/wp-content/uploads/2013/seec-files/SEEC%20Level%20Descriptors%202010.pdf>
- External Quality Review report website:  
[http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10007147#.VCFXlha\\_hSU](http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10007147#.VCFXlha_hSU)
- UNISTATS website:  
<http://www.unistats.com/>
- University of Hertfordshire Academic Quality website:  
(StudyNet → Staff → Department Lists → Academic Quality Office)
- Structure & Assessment Regulations - Undergraduate & Taught Postgraduate Programmes, UPR AS14:  
<http://sitem.herts.ac.uk/secreg/upr/AS14.htm>
- Learning and Teaching Policy and Graduate Attributes, UPR TL03:  
<http://sitem.herts.ac.uk/secreg/upr/TL03.htm>
- Admissions - Undergraduate & Taught Postgraduate Students, UPR SA03:  
<http://sitem.herts.ac.uk/secreg/upr/SA03.htm>
- Academic Quality, UPR AS17:  
<http://sitem.herts.ac.uk/secreg/upr/AS17.htm>
- Index of UPRs for students:  
[http://sitem.herts.ac.uk/secreg/upr\\_azlist\\_info.htm](http://sitem.herts.ac.uk/secreg/upr_azlist_info.htm)
- Information on Programme and Module External Examiners  
<http://www.studynet1.herts.ac.uk/ptl/common/studentcentre.nsf/Teaching+Documents/184A221E5EECA6B780257A5C00250BA9?OpenDocument>

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## Other information relevant to the programme

Students on all undergraduate programmes are offered the opportunity to participate in the ERASMUS Exchange Programme, allowing them to complete a part of their level five studies – not exceeding 60 credits - in a partner European Institution. We currently have reciprocal arrangements with a number of European Institutions. (These include Spain, Hungary, Poland, Bulgaria, Portugal, Ireland and Finland.)

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## University policies relevant to the programme

The University undertakes to use all reasonable endeavors 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 .....

Date 15 June 2016

**Rob Wright**  
Associate Dean of School (Academic Quality Assurance)

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If you would like this information in an alternative format please contact:

Mrs Katie Parkash, Senior Student Administrator, School of Creative Arts

Telephone: 01707 281298

Email: [k.parkash@herts.ac.uk](mailto:k.parkash@herts.ac.uk)

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner's Report for the programme, please email a request to [aqo@herts.ac.uk](mailto:aqo@herts.ac.uk).



## Key to Programme Learning Outcomes

### Knowledge and Understanding

- A1. Historical and current developments in the disciplines of graphic design and illustration.
- A2. Cultural, historical and professional contexts.
- A3. Visual languages appropriate to the practice of graphic design and illustration in relation to problems, markets and audiences.
- A4. Materials, techniques and processes relating to graphic design and illustration.
- A5. A process of project development and design realisation to standards of professional competence.

### Intellectual Skills

- B1. Exercise, in a creative design process, thorough research, analysis, selection and critical judgement.
- B2. Demonstrate a confidence and ability in the generation of ideas and approaches to solving visual communication problems, present arguments fluently and draw conclusions independently.
- B3. Demonstrate a willingness to explore visual languages, materials and techniques.
- B4. Develop levels of critical analysis and self reflection in response to research and ideas.
- B5. Present an appropriate range of solutions to design problems in critical response to set briefs and/or negotiated projects.
- B6. Make informed aesthetic, functional and intellectual judgements relative to the appropriate realisation of design ideas.

### Practical Skills

- C1. Produce, design and imagery to a professional standard using a range of materials for various audiences/context.
- C2. Demonstrate professional competence in the realisation, presentation and communication of design ideas and concepts in the field of visual communication.
- C3. Demonstrate professional competence in drawing and other core mark-making techniques, skills and mediums and be able to use these to convey meaning.
- C4. Demonstrate professional competence in typography, layout, composition, word and image juxtaposition, choice and use of paper, print processes, finishes and formats.

### Transferable Skills

- D1. Research, edit, organise and present information effectively to a range of audiences both traditionally and digitally.
- D2. Demonstrate a high level of personal responsibility and initiative in the management of self learning.
- D3. Identify personal strengths and learning through reflection and evaluation.
- D4. Argue rationally and communicate effectively, both orally and in writing.
- D5. Work effectively within a team in a variety of roles.
- D6. Respond flexibly to discussions, recommendations and change.
- D7. Demonstrate responsibility with regards to time and project management.
- D8. Effectively deploy a range of personal and entrepreneurial skills to meet their career aspirations.

**Table 3: Transitional Arrangements**

The new programme will roll out to Level 4 only in Sep/Oct 2014, followed by Level 5 in Sep/Oct 2015 and Level 6 in Sep/Oct 2016.

**REPEATING STUDENTS**

**Academic Year 2014-2015**

All current (2013/14) level 4 modules will remain 'open' during the academic year 2014-15.  
Level 5 students who are repeating Level 4 modules:

<b>Module that has been Failed</b>	<b>Module that student is enrolled on to Repeat</b>	<b>activity</b>
Thinking About Ideas 4ARD0048	Thinking About Ideas 4ARD0048	Student will work alongside Level 4 students enrolled on Visual Communication (4CTA1155) and be given appropriate workshops, classes from this module to the value of 30 credits
Visual Skills 1A 4ARD0047	Visual Skills 1A 4ARD0047	Student will work alongside Level 4 students enrolled on Visual Communication (4CTA1155) and be given appropriate workshops, classes from this module to the value of 15 credits
Directions 1B 4ARD0049	Directions 1B 4ARD0049	Student will work alongside Level 4 students enrolled on either Graphic Design Essentials 1 (4CTA1156), or Illustration Essentials 1 (4CTA1157) – <b>depending upon the award choice they have made in Level 5</b> and be given appropriate workshops, classes from this module to the value of 30 credits
Visual Skills 1B 4ARD0050	Visual Skills 1B 4ARD0050	Student will work alongside Level 4 students enrolled on either Graphic Design Essentials 1 (4CTA1156), or Illustration Essentials 1 (4CTA1157) – <b>depending upon the award choice they have made in Level 5</b> and be given appropriate workshops, classes from this module to the value of 15 credits

Level 6 students who are repeating Level 5 modules: as per current arrangements.

## Academic Year 2015-2016

All current level 5 modules will remain 'open' during the academic year 2015-16.  
Level 6 students who are repeating Level 5 modules:

Module that has been Failed	Module that student is enrolled on to Repeat	activity
Visual Communication (Graphics) 5ARD0075	Visual Communication (Graphics) 5ARD0075	Student will work alongside Level 5 students enrolled on Graphic Design Essentials 2 (5CTA1107) and be given appropriate workshops, classes from this module to the value of 15 credits
Visual Communication (Illustration) 5ARD0091	Visual Communication (Illustration) 5ARD0091	Student will work alongside Level 5 students enrolled on Illustration Essentials 2 (5CTA1108) and be given appropriate workshops, classes from this module to the value of 15 credits
Visual Skills 2A 5ARD0077	Visual Skills 2A 5ARD0077	Student will work alongside Level 5 students enrolled on either Graphic Design Essentials 2 (5CTA1107), or Illustration Essentials 2 (5CTA1108) – <b>depending upon the award choice they have made in Level 5</b> and be given appropriate workshops, classes from this module to the value of 30 credits
Professional Development & Employability 5ARD0017	Graphic Design Professional Development 5CTA1109 or Illustration Professional Development 5CTA1110	A like-for-like swap in terms of credits and typical curriculum content. Depending upon which award the student is on, the student would join level 5 students on either 5CTA1109 or 5CTA1110 and complete the entire module.
Visual Skills 2B 5ARD0078	Visual Skills 2B 5ARD0078	Student will work alongside Level 5 students enrolled on either Graphic Design Live Projects (5CTA1111), or Illustration Commissions (5CTA1112) – <b>depending upon the award choice they have made in Level 5</b> and be given appropriate workshops, classes from this module to the value of 15 credits
The Live Pitch 5ARD0076	The Live Pitch 5ARD0076	Student will work alongside Level 5 students enrolled on Graphic Design Live Projects (5CTA1111) and be given appropriate workshops, classes from this module to the value of 15 credits
The Commission 5ARD0090	The Commission 5ARD0090	Student will work alongside Level 5 students enrolled on Illustration Commissions (5CTA1112) and be given appropriate workshops, classes from this module to the value of 15 credits

### Academic Year 2016-2017

All current level 6 modules will remain 'open' during the academic year 2016-17.  
'Graduated' students who are repeating Level 6 modules:

<b>Module that has been Failed</b>	<b>Module that student is enrolled on to Repeat</b>	<b>activity</b>
Competition Briefs 6ARD0051	Graphic Design Advanced Practice 1 (6CTA1066) or Illustration Advanced Practice 1 (6CTA1067)	Student will work alongside Level 6 students on either Graphic Design Advanced Practice 1 (6CTA1066) or Illustration Advanced Practice 1 (6CTA1067) – depending upon the award that they were on when they were a full-time student and they will complete the entire module.
Final Major Project 6ARD0054	Final Major Project 6ARD0054	Student will work alongside Level 6 students enrolled on either Graphic Design Advanced Practice 2 (6CTA1068) or Illustration Advanced Practice 2 (6CTA1069) depending upon the award that they were on when they were a full-time student and they will complete appropriate work from this module to the value of 30 credits.
Negotiated Project (Graphic Design) 6ARD0053	Negotiated Project (Graphic Design) 6ARD0053	Student will work alongside Level 6 students enrolled on Graphic Design Advanced Practice 2 (6CTA1068) and they will complete appropriate work from this module to the value of 15 credits.
Negotiated Project (Illustration) 6ARD0068	Negotiated Project (Illustration) 6ARD0068	Student will work alongside Level 6 students enrolled on Illustration Advanced Practice 2 (6CTA1069) and they will complete appropriate work from this module to the value of 15 credits.
Self Promotion (Graphic Design) 6ARD0052	Self Promotion (Graphic Design) 6ARD0052	Student will work alongside Level 6 students enrolled on Graphic Design Advanced Practice 2 (6CTA1068) and they will complete appropriate work from this module to the value of 15 credits.
Self Promotion (Illustration) 6ARD0067	Self Promotion (Illustration) 6ARD0067	Student will work alongside Level 6 students enrolled on Illustration Advanced Practice 2 (6CTA1069) and they will complete appropriate work from this module to the value of 15 credits.