

Programme Specification

BA (Hons) Film Production



This Programme Specification is designed for prospective students, current students, graduates, academic staff and potential employers. It provides a 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.

Whilst every endeavour has been made to provide the course described in the Programme Specification, the University reserves the right to make such changes as may be appropriate for reasons of operational efficiency or due to circumstances beyond its control. Any changes are made in accordance with the University's academic standards and quality procedures.

This document is available in alternative formats on request.

ARTS UNIVERSITY BOURNEMOUTH

PROGRAMME SPECIFICATION

The Programme Specification provides a summary of the main features of the **BA (Hons) Film Production** course, and the learning outcomes that a 'typical' student might reasonably be expected to achieve and demonstrate if he/she passes the course.

Further detailed information on the learning outcomes, content and teaching and learning methods of each unit may be found in your Course Handbook.

<u>Key Course Information</u>	
Final Award	BA (Hons)
Course Title	Film Production
Award Titles	BA (Hons) Film Production BA (Hons) Film Production (Cinematography) BA (Hons) Film Production (Directing) BA (Hons) Film Production (Documentary) BA (Hons) Film Production (Editing/Post-production) BA (Hons) Film Production (Producing) BA (Hons) Film Production (Production Design) BA (Hons) Film Production (Sound)
Teaching institution	Arts University Bournemouth
Awarding Institution	Arts University Bournemouth
Offered in the Faculty of:	Media and Performance
Professional accreditation	None
Length of course / mode of study	3 years full-time
Level of final award (in FHEQ)	Level 6
Subject benchmark statement(s)	Art and Design; Communication, Media, Film and Cultural Studies
UCAS code	W610
Language of study	English
External Examiner for course	Peter Hort University of Westminster <i>Please note that it is not appropriate for students to contact external examiners directly</i>
Date of Validation	June 2004
Date of most recent review	December 2009
Date programme specification written/revised	Revised September 2014

Course Philosophy

Communication, passion, creativity, technical ability, vision, research and commitment - all these are essential characteristics of those who work in film. The BA (Hons) Film Production degree at AUB is designed to foster these skills and abilities through offering you an exciting range of film production experiences – from the moment of a film’s inception to its final distribution to cinema audiences. Reflecting the central ethos of the University, this course emphasises practical learning within an academic environment. The course is 'hands-on' from the outset and you will gain a solid grounding in fundamental, traditional practices, such as shooting on film. In addition, you will acquire the skills necessary to the contemporary industry, such as digital filmmaking. The specialist and focused nature of the course means you will fully develop your understanding of the creative and commercial realities of film production.

As well as learning practical filmmaking, you will study cinema in all its forms to give you a thorough knowledge of a wide variety of film practices. You will develop essential entrepreneurial, communication and organisational skills through the completion of filmed exercises and film productions. Your practical skills are informed by an understanding of the cultural, historical and theoretical context for film practice. You will also be encouraged to develop your reflective skills through the critique of your own and others’ practice.

Making films is a collaborative process and team working is a key part of the course. Integral to this is working, not only with your peers, lecturers and technicians on the BA (Hons) Film Production degree, but also with contemporaries and staff from other courses across the University. In particular you will work closely with students on BA (Hons) Costume with Performance Design, BA (Hons) Acting, BA (Hons) Make-Up for Media and Performance and BA (Hons) Animation Production. These collaborations help foster a strong film community throughout the University with BA (Hons) Film Production at its core.

The intention of the course is to enable you to work on visually exciting and engaging films but we also aim to offer you a learning experience that will equip you to respond positively to a constantly evolving workplace and an increasingly technological creative environment. The course will prepare you for postgraduate study in related disciplines and you should graduate equipped to pursue careers in the UK and international film industries or in the wider creative industries.

Course Aims

1. Develop a comprehensive knowledge and understanding of contemporary professional approaches to film production with an appreciation and understanding of the link between research, theory and practice.
2. Promote a knowledge and understanding of the role and operation of each department within film production, whilst developing specialist practice.

3. Foster reflective, critically aware and informed practitioners with skills in self-directed learning and an appreciation of the collaborative nature of film production.
4. Prepare for post-course professional or postgraduate opportunities with the relevant practical, entrepreneurial, communication and theoretical skills.
5. Develop a critical understanding of the elements of film production within a historical and practical context.
6. Cultivate innovation, visual literacy and cultural awareness.

Course Outcomes

By the end of the course you will be able to:

1. Understand the film production process in its broad cultural context and appreciate the link between research, theory and practice.
2. Demonstrate an in-depth knowledge of your specialism with an understanding of how it relates to the entire film production process.
3. Manage self-directed learning, provide practical solutions to problems and to work as a team-player.
4. Work with a professional approach together with the necessary communication and organisational skills required in professional practice or postgraduate study.
5. Enter industry having gained a critical understanding of the elements of film production within a historical and practical context.
6. Engage in intelligent and innovative work demonstrating visual literacy and cultural awareness.

Reference Points

UK Quality Code for higher education, including:

- Subject Benchmark Statements: Art and Design
Communication, Media, Film and Cultural Studies
 - Framework for Higher Education Qualifications (FHEQ)
- AUB Undergraduate Regulatory Framework
AUB Creative Learning Plan
AUB Strategic Plan
AUB Employability Framework

Learning, Teaching and Assessment

Learning and Teaching Strategies

The course objectives are met by deploying a wide variety of teaching and learning methods including projects, lectures, seminars, group critiques and tutorials. In

consultation with the Course Leader, staff are responsible for co-ordinating individual units of study, and for selecting appropriate methods of delivery according to subject matter and student experience.

The methods employed induct you to the disciplines required of a creative practitioner and promote the development of transferable skills.

The study time allocated to each unit in the course incorporates a balance of formal teaching, tutorial support and independent learning. The course is structured progressively to provide increased opportunities for independent learning as you reach the later stages of the course.

The progressive promotion of independent learning reflects your anticipated maturity as a student and allows you to direct your learning towards individual goals. The teaching in Level 4 is directed at providing you with the knowledge, concepts and skills to take increasing responsibility for the management of your own learning.

Teaching is directed at supporting individual engagement in learning although there will be opportunities for you to work in teams to enable you to learn the value of peer co-operation.

The integration of theory and practice is promoted and reinforced through a team teaching approach. Lectures, seminars and tutorials may be delivered by team members, as appropriate, in the creative environment of the studio. Practical work may take the form of workshops, exercises and productions.

Distinction between Exercises and Productions

To clarify what students can expect to encounter in the course programme, the course team distinguishes between exercises and productions.

Exercises - are those practical film activities that may result in a final edited output but this is unlikely to be screened beyond the University. These may be digital or film exercises and can range from work completed in an afternoon workshop to a project requiring a set build, shoot and post production.

Productions - are those practical projects that that will always result in a final edited output, and may have the opportunity for screening outside the University and will possibly be screened in festivals internationally.

Specialisation on the course

BA (Hons) Film Production is a specialist course, within a specialist University and is designed to reflect the departmental structure of the film industry.

During your second and third year on the course (Levels 5 and 6) you will work within a particular specialism on practical exercises and film productions. This will help you to develop experience of working in a department and will prepare you for a career within the film industry. Examples of departments that constitute the professional environment are Cinematography, Production Design, Producing, Directing, Sound, Editing/Post production and Documentary.

The selection of which specialism you choose to follow takes place at the end of the first year. In a year group of 72 students, it is expected that the number of students in each department will be in the region of:

Department	Specialism	Number of students
Cinematography	Includes director of photography, camera operator, focus puller, clapper loader, gaffer, sparks, grips	14
Production Design	Includes designer, art director, set decorator, prop buyer	10
Producing	Includes producer, production manager, location manager, 1st assistant director	14
Directing	10 fiction directors	10
Documentary	4 documentary directors	4
Sound	Including location recording, mixing, sound design	10
Editing/post production	Including editors, assistant editors, visual effects	10

The departments are paired to reflect the symbiotic relationship between the pairings. For example, both Cinematographers and Production Designers need an understanding of lighting, lenses, and field of view etc. Wherever possible, workshops in these pairings will occur at different times.

You can work across departments, but not in a Head of Department role. The roles of First Assistant Director, Scriptwriters and Continuity will be across departments and separate workshops will be available in these.

Students often have a clear idea of which specialist department they are interested in before they start the course. This is particularly true of students who want to be Cinematographers and Editors, but less so for Production Designers, Sound or Producers as students rarely have the opportunity to gain significant knowledge or experience in these areas. A large number of students aspire to become a Director, and Directing is traditionally the most popular department.

The Level 4 unit Fundamentals of Specialist Practice will give you experience and an insight into the operations of all the departments. This will help you to decide which specialist department would be the most suitable for you, and you will receive feedback and guidance from staff. This unit will culminate in a series of workshops and you will attend those of your preferred specialism.

You will apply for your specialism at the beginning of the second half of Level 4. You will be asked which department you wish to join and which would be your second choice. Directing, which is the most popular department, has a restriction on the

number of places available and if this is your preferred specialism you will also need to attend the workshops of your second choice. This will ensure that you have the benefit of these workshops if you are not successful in being offered a place on Directing; although we try to accommodate students to the department of their choice, we cannot always guarantee that places are available. Other departments include a range of specialist roles so there are plenty of opportunities for you to gain valuable and appropriate experience in film production.

The selection process for Directing will include an interview. If Directing is your preferred specialism, you will initially make a choice between 'fiction' and 'documentary' and you will make a short (3 minute) film in either fiction or documentary. You will present this film and a 3 minute show-reel at the interview, and you will also participate in discussions about your work. The interview panel will include a combination of members of University staff, final year students, and a Director from outside of the course. If you are unsuccessful in your choice of Directing as a specialism, you will take your second choice.

Once the selection process is complete you will have a follow-up tutorial giving you feedback on Level 4 and on what you can expect in Level 5. By the conclusion of Level 4, the foundations are laid for the specialist learning in Level 5.

Named Awards

As you will be studying within your selected specialism at Levels 5 and 6 you will be entitled to a named award within your specialism as below:

- BA (Hons) Film Production (Cinematography)
- BA (Hons) Film Production (Production Design)
- BA (Hons) Film Production (Producing)
- BA (Hons) Film Production (Directing)
- BA (Hons) Film Production (Sound)
- BA (Hons) Film Production (Editing/Post-production)
- BA (Hons) Film Production (Documentary)

If you do not wish to have a named award, you can choose BA (Hons) Film Production as your award title. Your award title will be confirmed by your Course Leader at the beginning of the Spring term of Level 6.

Learning Agreement

It is expected that your Level 6 Learning Agreement will reflect your chosen specialism and award title.

This is a description of the unit brief written by you indicating why and how you are to fulfil the unit aims and outcomes and how you plan to achieve this. Learning Agreements allow you to vary the work you produce according to your own personal and professional aspirations whilst meeting the specified aims and learning outcomes of the unit.

The AUB Learning Agreement proforma can be found on the intranet and is also available through MyAUB.

Learning Agreements are introduced at Level 5 to give you an experience of defining your learning in the context of the course.

At Level 6 all students are expected to use Learning Agreements for the practical units.

Assessment

Each unit is assessed separately, and the assessment forms part of the unit. Assessment both provides a measure of your achievement, and also gives you regular feedback on how your learning is developing.

For every unit of your course you will be provided with a Unit Handbook, which will state what you are expected to learn within the unit; the work that you have to submit; and how it will be assessed. The Unit Handbook will also give the deadline for presenting your work for assessment.

You will receive a final mark for each unit in the form of a percentage, which will be recorded on your formal record of achievement (transcript). Each component of assessment is graded using a notched marking scale, whereby only certain marks are used within each grade. The only marks available within any ten-point band are *2, *5 and *8 (eg 42, 45, 48). These marks correspond to a low, mid, and high level of achievement within each grade band.

On successful completion of your Honours degree course, you will be awarded a degree classification based on your unit marks. The final classification is determined using all unit marks at Levels 5 and 6 using two different algorithms, which are detailed in your *Quick Guide to the regulations*. If the two algorithms produce different results, you will be awarded the higher class of degree.

If you have joined Level 6 having completed a Foundation Degree (FdA) the final classification is determined using only your unit marks at Level 6.

For further information on progression, awards and classifications, please visit <https://my.aub.ac.uk/viewpoint/>

Course Structure

All students are registered for the award of BA (Hons); however exit awards are available if you leave the course early, having successfully completed one or two levels. If you successfully complete a level of the course, you will automatically be entitled to progress to the next level.

For the award of a Certificate of Higher Education (CertHE), you must have achieved a minimum of 120 credits at Level 4. This qualification may be awarded if you leave the University following successful completion of the first year of your course.

For the award of a Diploma of Higher Education (DipHE), you must have achieved a minimum of 240 credits of which a minimum of 120 must be at Level 5. This qualification may be awarded if you leave the University following successful completion of the second year of your course.

For the award of a BA (Hons) you must have achieved a minimum of 360 credits of which a minimum of 240 must be at Level 5 or above, of which a minimum of 120 credits must be at Level 6. This qualification will be awarded upon successful completion of your course.

A BA without Honours may be awarded if you have achieved 300 credits, at least 180 of which are at Level 5 or above, and at least 60 of which are at Level 6.

Course Content

The course is structured in a way that builds systematically and progressively. The content of the individual units relates not only to others within the level but links with units in the later levels of the course.

Each level operates within three terms over a period of thirty weeks. Each unit has its own aims and learning outcomes, assessment requirements and assessment criteria.

Level 4

In this first level, all students, regardless of their chosen specialisation, will gain a common understanding of all disciplines. This level of the course introduces you to a range of technical knowledge, theoretical concepts and creative opportunities. You are introduced to fundamental aspects of Health and Safety, which continue to be reinforced throughout the course. Through practical workshops you will engage in all aspects of the production process enabling an informed and guided choice of specialism at the end of the year. The first year of the course aims to immerse you into the community and practice of making film.

Level 5

During Level 5, your specialist skills are developed, your practical and critical abilities enhanced, and you become accustomed to the teamwork which is an essential feature of the production process. Working on graduation films with final year students is an important element in the learning at this level. You develop your ability to reflect upon and evaluate your work. Your contextual knowledge and understanding are extended, and become prepared for the more rigorous pace and scale of work demanded by Level 6. Relevant industry Health and Safety practice will continue to be emphasised throughout the year of study.

Level 6

Final year students demonstrate their respective roles and their commitment to the collective responsibility of production and post-production of graduation films. Level 6 enables you to develop and consolidate your specialist production role, building on your previous learning and requiring you to undertake significant independent study while also contributing effectively as a team member in the production process. At this stage you will also confirm your award title. Successful fulfilment of the demands of Level 6 allow you to demonstrate your professional knowledge, including current Health and Safety practice, creative and technical abilities, and intellectual maturity which are necessary for effective operation in the film and media industries or for progression to postgraduate study.

Course Units

Unit code	Unit Title	Credit Weighting
Level 4		
FLP450	Production Process	20
FLP451	History of Film Style	20
FLP452	Fundamentals of Specialist Practice	40
FLP453	Storytelling	40
Level 5		
FLP550	Image and Sound	20
FLP551	Theory into Practice	40
FLP552	Specialist Practice	40
FLP553	Inspiration Project	20
Level 6		
FLP650	Research Project	20
FLP651	Short Production Project	40
FLP652	Graduation Films	60

Course Diagrams

This diagram shows the proposed start/end dates for each unit and shows teaching weeks only; holiday periods are not included. Further information on the structure of each unit will be included in Unit Handbooks.

Level 4																														
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Autumn Term													Spring Term												Summer Term					
Induction week	FLP450 Production Process (20 credits)								Assessment	FLP451 History of Film Style (20 Credits)								Assessment	Assessment											
	FLP453 Storytelling (40 credits)																													
									FLP452 Fundamentals of Specialist Practice (40 credits)								Assessment						Assessment Feedback <i>Specialism choices for level 5 (not assessed)</i>							

Level 5																														
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Autumn Term													Spring Term												Summer Term					
FLP552 Specialist Practice (40 credits)																								Assessment						Assessment
FLP550 Image and Sound (40 credits)																	Assessment					FLP553 Inspiration Project (20 credits) <i>Introduced in week 17</i>								
FLP551 Theory into Practice (20 credits)																					Assessment		Assessment Feedback <i>Tutorials in preparation for level 6 Research Project (not assessed)</i>							

Level 6																																	
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Autumn Term													Spring Term												Summer Term								
FLP650 Research Project (20 credits)													Assessment						Assessment <i>Rolling assessment deadlines</i>														
FLP651 Short Production Project (40 credits)																Assessment																	
FLP652 Graduation Films (60 credits)																																	

Resources

Specialist resources:

The course is well-resourced in terms of production equipment. The level of equipment is sufficient to allow several groups to shoot at the same time. Typically the best equipment will be used for the graduation films, which are usually shot over a week, with two films in production at one time.

The course has at its disposal three film studios. There is a range of 16mm and Super 16mm film cameras and video camcorders including DVCAM, HDV and Mini DV formats along with sound recording, grip and art department materials. There are also three high quality Avid digital editing suites and a Pro-Tools digital sound studio, and well as numerous computers equipped with entry-level editing software.

University Resources:

Library

The course is supported by a Subject Librarian who liaises closely with the team to ensure that the Library resources are relevant and meet student and staff research needs. As part of the AUB's Information Literacy Framework, the Subject Librarian provides sessions on researching and using information, as well as individual support for students in the use of Library resources.

The Library holds an excellent range of specialist learning materials including books, journals, CDs, DVDs, and newspapers. It has subscriptions to a wide range of specialist electronic resources focusing on art, design, media and performance, including e-books and e-journals. The Library's facilities include computers, viewing rooms, a presentation space and a silent reading room.

The Library consistently receives high scores in both the in-house and national student surveys which are carried out annually.

Digital Learning Resources

The University provides a range of computing hardware and software applications for use in general purpose locations such as the library and computer studios, as well as high quality and specialist resources linked to subject specialisation. You will be able to use Microsoft Office and Adobe Creative Suite on the majority of computers in the University and have access to industry standard digital resources and computing appropriate for your subject in course areas.

We have a comprehensive wireless network and our new virtual learning environment (VLE) can be used on desktop, laptop and mobile devices. The VLE, called MyAUB, provides a customisable portal to a variety of course and university related information including timetables, email, course handbooks, resource booking and online learning materials.

Support for digital learning resources is provided by a network of University staff. Course related equipment is cared for by Technician Demonstrators and library

information resources is supported by library staff. General computing support and advice on your own equipment is provided by our Digital Campus Services Team who provide a servicedesk facility. The servicedesk is open from 8.30am until 5pm Monday to Friday and is located in the North Building above the Gallery. Their email address is: servicedesk@aub.ac.uk

Museum of Design in Plastic (MoDiP)

MoDiP is a registered museum of 20th and 21st century design and popular culture with a focus on plastics. Its collection is unique within the UK and has been developed to support teaching and learning at Arts University Bournemouth.

There are many ways in which MoDiP can play a part in your studies:

- as a source of inspiration – large numbers of items may be viewed, handled and explored in depth, drawn, photographed and filmed
- as the focus of a brief for products and projects relating to course work
- as an exhibition venue – your work can be displayed in relation to the collections and exhibitions and events may be mounted in the museum space

The Museum is in a purpose built space within the Library, designed with wheelchair access in mind, and has the same opening hours as the rest of the University for the viewing of exhibitions. Objects not on display can be borrowed and taken to the studio. To see what is available, go to the [MoDiP](http://www.modip.ac.uk) website (www.modip.ac.uk).

The Gallery

The gallery is a major resource for contemporary visual art at Arts University Bournemouth and has received regional and national recognition. There are regular gallery events, including collections on loan from galleries and museums, as well as individual exhibitions by some of today's leading artists, photographers, designers and critical writers.

It also functions as a learning resource and is integrated into the teaching, learning, and research practice undertaken at the University.

text + work is the ethos which underpins the exhibition programme at Arts University Bournemouth. The **text + work** concept promotes and provides a forum for challenging dialogue between innovative contemporary art, design, and media practice and its theoretical context.

There are **text + work** gallery events, critical texts, shared and networked exhibitions and a **text + work** website.

Student Support

Academic Guidance

Academic staff are responsible for providing you with feedback on your work and your general academic progress, and for providing academic support and guidance through the course. This is provided through “critiques” and written feedback, as well

as guidance on practical work and informal discussion about your concerns. These sessions may be individual or, in the case of collaborative work, in small groups.

Academic tutorials are scheduled to allow you to discuss in depth matters relating to creative or theoretical work, or the course in general. You will be entitled to at least one formal recorded academic tutorial per term with a nominated member of the course team.

Support and advice is also provided on an informal basis throughout the course, through discussions between staff and students.

Career Education, Information and Guidance

You will be prepared for employment, and given the opportunity to learn about the various career options available to you, through a wide range of projects which may include live briefs or external competitions. Academic staff remain very familiar with the discipline, and will often still work in the field, and are also able to advise on specific opportunities.

The Careers Service within the University offers impartial, confidential advice, support and guidance, to help you explore and develop your career ideas and manage your future career successfully. The Service offers individual career guidance interviews, as well as advice on job seeking strategies, CVs and interview skills, self-employment / freelancing, and further study opportunities.

The Senior Careers Officer holds regular lunchtime lectures, which cover a range of popular careers topics, including Postgraduate study and funding, Career planning, Networking and self-marketing, and Teaching as a career. Full details and dates of forthcoming lectures are available on the Careers intranet pages and on the Student Services notice boards.

The Careers Service also offers specialist events, working in partnership with local employers, AUB alumni, and external agencies to bring together a range of art, design, media and performance expertise.

Support for students with disabilities (including dyslexia)

The Arts University Bournemouth is firmly committed to a policy of equal opportunities for all students and positively welcomes applications from people with disabilities and/or additional needs. Throughout all aspects of University life, we actively encourage and support the participation of students with disabilities. We aim to support disabled students by offering needs assessments and support plans which enable you to achieve your personal goals.

The Learning Support team provides academic support for students with specific learning difficulties including dyslexia. We ask all new Home students to complete a 'Quickscan' screening programme when they join the University. This screening is designed to check your learning style (the way you learn best) and whether you might have signs of dyslexia. If appropriate, you will be referred to an educational psychologist for a full assessment.

Students with a specific learning difficulty such as dyslexia are able to access individual tutorials aimed at improving your independent study skills, and are supported in applying for the Disabled Students' Allowance, which can provide specialist equipment and, if appropriate, personal support.

The Senior Disability Officer and Wellbeing Officer provide ongoing support and advice for students with all other types of disability, including mental health difficulties, physical disabilities, medical conditions and sensory impairments.

The Arts University Bournemouth has a duty to anticipate the needs of disabled students, and to make "reasonable adjustments" to ensure that these students can access education and related services. If you feel that some aspect of the learning, teaching or assessment on your course places you at a disadvantage because of your disability, please contact the Senior Disability Officer within Student Services, who will be happy to work with you and your course team to identify any appropriate reasonable adjustments. Contact wellbeing@aub.ac.uk or telephone 01202 363291.

Academic support for students for whom English is a second language

If English is not your first language, AUB has a team of specialist English for Academic Purposes (EAP) lecturers who provide personalised guidance and support with the academic aspects of your course. You can book tutorials with them for individual assistance.

At the beginning of your course you will be invited to complete an academic skills assessment. One of our English for Academic Purposes (EAP) team will review this with you in a follow-up tutorial. If there are indications that you would benefit from additional advice and support, the EAP tutor will work with you to draw up an Individual Learning Plan which will set out a structured approach to developing your use of academic language and study skills. This may, for example, include helping you to develop strategies for interpreting assignment briefs, working on the structure of your written work or developing your proof-reading skills. Your Individual Learning Plan will be reviewed each term and shared with your course tutor, if requested, so that they are aware of the work you are doing to improve your use of language and study skills.

Throughout the academic year the EAP service also offers Study Skills Workshops and academic reading, writing, speaking and listening skills Upgrade Modules.

Further details can be found at:

<http://aub.ac.uk/international/english-not-first-language/international-student-support/>

Pastoral support and guidance

Support and advice on non-academic matters is provided through trained and qualified professional staff within Student Services. We have a team of professionally qualified male and female counsellors, with appointments available during weekdays and evenings. Students accessing the service are offered various levels of support ranging from regular weekly sessions, occasional support or just a "one off" consultation. In most cases, you can expect to be seen for a session within two days of making initial contact with the service. If the situation is very urgent and you are

very emotionally distressed, we also have a crisis support service and you will be seen by one of our counsellors almost immediately.

Pastoral support is also available from the AUB Chaplaincy. The Chaplaincy at Arts University Bournemouth is shared with Bournemouth University and is an inclusive Chaplaincy, which welcomes people of all faiths and none. The Quiet Room and the Islamic Prayer Room are in regular use by staff and students, and meetings with ministers of any faith can be arranged.

Advice and support with practical issues such as funding, accommodation or childcare is available from the Student Advice, Funds and Accommodation Office within Student Services.

Monitoring the quality of your course

The course is subject to the University's rigorous quality assurance procedures which involve subject specialist and internal peer review of the course at periodic intervals, normally of 5 years. This process ensures that the course engages with the QAA Quality Code.

In addition all courses undertake an Annual Course Review which takes account of relevant information such as:

- External Examiners' Reports
- Key statistics including data on application, retention and achievement
- Results of the National Student Survey
- Results of the in-house Student Perception Survey
- Feedback from Student Representatives
- Feedback from relevant employer groups, including the course Industry Liaison Group

All courses develop an action plan arising out of this exercise, which is monitored by the University. Your student representatives can keep you informed about progress against the action plan.

Staff development priorities for the course team as a whole are identified through the Annual Course Review process, and for individuals through the Staff Performance Review process.

Indicators of Quality and Standards

The Arts University Bournemouth was granted taught degree awarding powers by the Privy Council in 2008; and University status was conferred in 2013. All students on taught higher education courses are enrolled on a course validated by the University.

The University was audited by the QAA in May 2011 and received a judgement of 'Confidence' in the management of the academic standards of its awards, and its management of the quality of learning opportunities. This is the best available outcome, and confirms that our quality assurance mechanisms are robust, meaning that we can have full confidence in the standard of course outcomes, and the quality of the educational experience we deliver.

More detailed information is available in the following documents, which are available on the AUB Intranet:

- Online course information
- Unit Handbooks
- HE Student Regulations: Quick guide to the regulations
- Undergraduate Regulatory Framework and Assessment Regulations