

PROGRAMME SPECIFICATION

Course Record Information

Name and level of final award:	MA
Name and level of intermediate awards:	Postgraduate Diploma Postgraduate Certificate
Awarding Body/institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of Delivery:	University of Westminster on line
Language of delivery and assessment:	English
Course/programme leader:	Aimee Fullman
Course URL:	
Mode of Study:	Full time or Part time
UW Course Code:	
JACS Code:	
UCAS code:	
QAA Subject Benchmarking Group:	Not applicable
Professional Body Accreditation:	Not applicable
Date of initial course approval/last review:	Initial validation 2014
Date of Programme Specification:	2014

ADMISSIONS REQUIREMENTS

Applicants are normally required to have a good first degree or equivalent from the social sciences or the humanities as well as two years of relevant work experience. Candidates without formal qualifications will also be considered on the basis of their professional experience in relevant areas of international cultural relations (embassies, arts organisations, etc.). Students whose first language is not English must have an IELTS certificate with an overall score of 6.5 with at least a 6 in each element and 6.5 required for writing with 7 strongly preferred, or be able to demonstrate an equivalent level. Applicants will also be required to give two references (one professional and one academic) and provide a 1000 word statement of interest. Candidates may be invited for an interview via Skype.

AIMS OF THE COURSE

The International Cultural Relations Programme is designed to be an interdisciplinary graduate course of study that bridges theory and practice. It provides an opportunity

to gain conceptual knowledge and applied skills in cultural relations, intercultural communication, cross-cultural management, cultural policy and cultural diplomacy in global, multi-stakeholder environments. It will emphasize an in-depth knowledge of international cultural relations in all its facets, provide an opportunity to develop professional networks among practitioners and scholars, and facilitate practical field experience. Options are offered across the Course, enabling students to construct a programme of study in which they can follow particular subject themes in the areas that most interest them.

Specifically, the International Cultural Relations MA seeks to:

- Equip individuals and hence organisations to be capable of meeting the future challenges of a changing and increasingly connected environment of global cultural interactions through conceptual and practitioner-based approaches to international cultural relations and its related disciplines.
- Cultivate competence in strategic design, management and assessment of international cultural relations programming
- Encourage students to explore and contribute to the ongoing evolution of international cultural relations through a global perspective representative of national, sub-national, multinational and non-state actors
- Prepare students to effectively work in cross-cultural, interdisciplinary, multi-stakeholder contexts to create meaningful opportunities for international cultural engagement with a full understanding of how to adapt and implement international cultural relations concepts, traditional and technological cultural participation and communications strategies to engage diverse groups.
- Allow students to develop advanced skills in comparative research, critical analysis and critical expression (oral and written), and advocacy.

EMPLOYMENT AND FURTHER STUDY OPPORTUNITIES

The Programme in International Cultural Relations is designed for the early to mid-level NGO or governmental practitioner and individuals who have career ambitions in the fields of: international arts, education and cultural management; cultural diplomacy/external cultural relations; cultural development; and the cultural industries. The MA degree also enables further academic study in relevant fields at the PhD level.

The University of Westminster is committed to developing employable graduates by ensuring that:

- Career development skills are embedded in all courses
 - Opportunities for part-time work, placements and work-related learning activities are widely available to students
 - Staff continue to widen and strengthen the University's links with employers in all sectors, involving them in curriculum design and encouraging their participation in other aspects of the University's career education and guidance provision
 - Staff are provided with up-to-date data on labour market trends and employers' requirements that will inform the service delivered to students.
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The ICR programme is intended to provide students with sophisticated skills of research, analysis and presentation and a widely applicable knowledge base. Throughout the programme, students will be encouraged to reflect on their professional development and take proactive steps to network with others and identify useful opportunities for their career development. The intensive summer school face-to-face module is designed to enhance this process. Depending on the student's inclinations, this degree will enable students to embrace a range of careers in government and non-governmental organisations and in the cultural industries. In particular, the critical and practical skills the graduates will have acquired by the end of their degrees, will make students desirable program, policy and management candidates in the following career areas related to international cultural relations: cultural diplomacy, cultural policy, international cultural management and exchange through the arts and creative industries, international education, and cultural development.

LEARNING OUTCOMES

Learning outcomes are statements on what successful students have achieved as the result of learning. They are threshold statements of achievement and are linked to the knowledge, understanding and skills that a student will have gained on successfully completing a course. The Learning Outcomes for each of the three degrees are articulated below.

Knowledge and Understanding, MA

Graduates of the ICR MA will:

- demonstrate a critical understanding of the historical and recent theoretical context of international cultural relations
 - exhibit a thorough and proficient knowledge of the various interdisciplinary field, practice and discourse intersections (soft power, smart power, mutual understanding, international cultural engagement, public communications, arts engagement, cultural development, cultural diversity, public relations and public diplomacy) related to the study of international cultural relations
 - achieve a sophisticated knowledge and critical comprehension of current scholarly debates within and related to international cultural relations
 - obtain a nuanced understanding of the structure and function of regional, national and international cultural institutions, their relationships with governments and international bodies, their goals and intended audiences, and measures of their success
 - be able to identify key advantages and disadvantages pertaining to public, civil society and private stakeholder roles, values and approaches to international cultural relations
 - develop a detailed awareness of a range of strategic programmatic possibilities in relation to the purposes of international cultural relations and of the shaping effects of context, content production, program models, intended audience, communications and evaluation strategies
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- be able to explore and contribute to the ongoing discourse and documentation of international cultural relations and be able to develop and critically assess a policy, program or initiative related to this field
- have cultivated an understanding of the roles of globalization, public opinion and the 'information revolution' in re-shaping international cultural relations
- demonstrate the ability to advocate in support of international cultural relations from a policy perspective
- have mastered advanced skills in research, argument, synthesis, critical expression, and presentation

Specific Skills, MA

Graduates of the ICR MA will acquire a range of advanced scholarly and writing skills such as:

- competency in describing and evaluating national international cultural relations strategies
- development of a working knowledge of conceptual and applied tools relevant to the practice of international cultural relations
- an ability to understand, critically discuss and apply a range of international cultural relations theoretical concepts, strategies and best practices to case study evaluation
- proficiency in identification and articulation of how cultural contexts and cultural identities affect the nature of applied international cultural relations
- identification of specific (interdisciplinary) current trends in technology communications strategies, program models and cultural participation that inform international cultural relations
- the capacity to adapt programming and communications models appropriately within diverse cultural contexts
- the capability to negotiate opportunities, establish partnerships and network within a global environment
- advanced skills in effective communication and argument through both critical and analytical approaches, oral and written
- the scholarly skills appropriate to the discipline, including accurate citation of sources and use of bibliographical
- an ability to develop, implement and assess an international cultural engagement program proposal
- the facility to engage deeply and collaboratively in a deliberate and respectful way with individuals of diverse backgrounds

Key Transferable Skills, MA

- the ability to work flexibly and creatively with diverse groups of people and engage in rational debate (facilitation) to present ideas and execute activities
 - proficiency in cross-cultural group dynamics, feedback and workshop methods
 - a developed understanding of audience and the appropriate methods to effectively engage with a diverse range of groups
 - knowledge of relevant on and offline systems and networks to support messaging and audience engagement
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- mature ability to give and receive constructive criticism of their own and others' work
- the capability to efficiently acquire and process substantial quantities of complex and diverse information in a structured way involving the use of sophisticated interpretative skills
- competence in planning, execution, and designing an evaluation strategy for project-based work
- the capability to recognize personal and group assumptions and perceptions in a critical and self-reflective manner
- proficiency in handling sensitive demographic and institutional information in a timely fashion
- a capacity for informed independent thought based on critical and theoretical reasoning
- the ability to present effective arguments while acknowledging the importance of alternative perspectives
- Programme management skills through realistic devising and planning of projects within specified time and/or budgetary constraints.
- enhanced research and critical evaluation skills
- rigorous self-discipline including time-management, motivation and emotional balance
- self-confidence in ability to manage career development and identify and assess potential personal and professional opportunities

Diploma Learning Outcomes

Knowledge and Understanding, Diploma

Graduates of the ICR Diploma will:

- demonstrate a critical understanding of the historical and recent theoretical context of international cultural relations
 - exhibit a thorough and proficient knowledge of the various interdisciplinary field, practice and discourse intersections (soft power, smart power, mutual understanding, international cultural engagement, public communications, arts engagement, cultural development, cultural diversity, public relations and public diplomacy) related to the study of international cultural relations
 - achieve a sophisticated knowledge and critical comprehension of current scholarly debates within and related to international cultural relations
 - obtain a nuanced understanding of the structure and function of regional, national and international cultural institutions, their relationships with governments and international bodies, their goals and intended audiences, and measures of their success
 - be able to identify key advantages and disadvantages pertaining to public, civil society and private stakeholder roles, values and approaches to international cultural relations
 - develop a detailed awareness of a range of strategic programmatic possibilities in relation to the purposes of international cultural relations and of
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the shaping effects of context, content production, program models, intended audience, communications and evaluation strategies

- have cultivated an understanding of the roles of globalization, public opinion and the 'information revolution' in re-shaping international cultural relations

Specific Skills, Diploma

Graduates of the ICR Diploma will acquire a range of advanced scholarly and writing skills such as:

- competency in describing and evaluating national international cultural relations strategies
- development of a working knowledge of conceptual and applied tools relevant to the practice of international cultural relations
- an ability to understand, critically discuss and apply a range of international cultural relations theoretical concepts, strategies and best practices to case study evaluation
- proficiency in identification and articulation of how cultural contexts and cultural identities affect the nature of applied international cultural relations
- identification of specific (interdisciplinary) current trends in technology communications strategies, program models and cultural participation that inform international cultural relations
- the capacity to adapt programming and communications models appropriately within diverse cultural contexts
- the capability to negotiate opportunities, establish partnerships and network within a global environment
- advanced skills in effective communication and argument through both critical and analytical approaches, oral and written
- the scholarly skills appropriate to the discipline, including accurate citation of sources and use of bibliographical
- the facility to engage deeply and collaboratively in a deliberate and respectful way with individuals of diverse backgrounds

Key Transferable Skills, Diploma

- the ability to work flexibly and creatively with diverse groups of people and engage in rational debate (facilitation) to present ideas and execute activities
 - proficiency in cross-cultural group dynamics, feedback and workshop methods
 - a developed understanding of audience and the appropriate methods to effectively engage with a diverse range of groups
 - knowledge of relevant on and offline systems and networks to support messaging and audience engagement
 - mature ability to give and receive constructive criticism of their own and others' work
 - the capability to efficiently acquire and process substantial quantities of complex and diverse information in a structured way involving the use of sophisticated interpretative skills
 - the capability to recognize personal and group assumptions and perceptions in a critical and self-reflective manner
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- proficiency in handling sensitive demographic and institutional information in a timely fashion
- a capacity for informed independent thought based on critical and theoretical reasoning
- the ability to present effective arguments while acknowledging the importance of alternative perspectives
- Programme management skills through realistic devising and planning of projects within specified time and/or budgetary constraints.
- enhanced research and critical evaluation skills
- rigorous self-discipline including time-management, motivation and emotional balance
- self-confidence in ability to manage career development and identify and assess potential personal and professional opportunities

Knowledge and Understanding, Certificate

Graduates of the ICR Certificate will:

- demonstrate a critical understanding of the historical and recent theoretical context of international cultural relations
- exhibit a thorough and proficient knowledge of the various interdisciplinary field, practice and discourse intersections (soft power, smart power, mutual understanding, international cultural engagement, public communications, arts engagement, cultural development, cultural diversity, public relations and public diplomacy) related to the study of international cultural relations
- achieve a sophisticated knowledge and critical comprehension of current scholarly debates within and related to international cultural relations
- obtain a nuanced understanding of the structure and function of regional, national and international cultural institutions, their relationships with governments and international bodies, their goals and intended audiences, and measures of their success
- be able to identify key advantages and disadvantages pertaining to public, civil society and private stakeholder roles, values and approaches to international cultural relations
- develop a detailed awareness of a range of strategic programmatic possibilities in relation to the purposes of international cultural relations and of the shaping effects of context, content production, program models, intended audience, communications and evaluation strategies
- have cultivated an understanding of the roles of globalization, public opinion and the 'information revolution' in re-shaping international cultural relations

Specific Skills, Certificate

Graduates of the ICR Certificate will acquire a range of advanced scholarly and intercultural communication skills such as:

- competency in describing and evaluating national international cultural relations strategies
 - development of a working knowledge of conceptual and applied tools relevant to the practice of international cultural relations
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- an ability to understand, critically discuss and apply a range of international cultural relations theoretical concepts, strategies and best practices to case study evaluation
- proficiency in identification and articulation of how cultural contexts and cultural identities affect the nature of applied international cultural relations
- identification of specific (interdisciplinary) current trends in technology communications strategies, program models and cultural participation that inform international cultural relations
- the scholarly skills appropriate to the discipline, including accurate citation of sources and use of bibliography
- the facility to engage deeply and collaboratively in a deliberate and respectful way with individuals of diverse backgrounds

Key Transferable Skills, Certificate

- the ability to work flexibly and creatively with diverse groups of people and engage in rational debate (facilitation) to present ideas and execute activities
- knowledge of relevant on and offline systems and networks to support messaging and audience engagement
- mature ability to give and receive constructive criticism of their own and others' work
- the capability to efficiently acquire and process substantial quantities of complex and diverse information in a structured way involving the use of sophisticated interpretative skills
- the capability to recognize personal and group assumptions and perceptions in a critical and self-reflective manner
- the ability to present effective arguments while acknowledging the importance of alternative perspectives
- rigorous self-discipline including time-management, motivation and emotional balance
- self-confidence in ability to manage career development and identify and assess potential personal and professional opportunities

LEARNING, TEACHING, AND ASSESSMENT METHODS

Learning and teaching in the modules (with the exception of the intensive module) are entirely on line through the Blackboard Virtual Learning Environment (VLE). Each module has a detailed specification of the methods employed within it and these will also be tailored for the student group, for example if students in any one module cohort are in incompatible time zones, classes will be asynchronous, whereas if not, there may be 'live' interaction. When appropriate, students will also be encouraged to use additional online interactive and communication tools including Skype and Blackboard Collaborate.

Assessment

Assessment methods deployed on the course include coursework in the form of portfolios allowing students to experiment in a variety of genres, reflective logs, essays, group work, workshop leadership, as well as the final 12,000-word dissertation for the Masters award. There are no formal examinations.

Forms of assessment vary between modules, but the general approach to assessment is designed to reinforce the teaching strategy of the course. The key elements of the assessment strategy are:

- **Portfolios of work:** The content and format of each portfolio will depend on the module learning outcomes and aims. The portfolio will consist of the best pieces produced by the student in the context of a particular module and will follow the word count and submission guidelines set by the module leader.
- **Reflective Log:** The reflective log will be assessed in relation to the student's engagement with their own projects and their ability to respond to feedback and criticism, as well as their responses to set readings and independent work. This may be in form of wikis or blogs or other less formal media.
- **Essay:** The essay allows to explore specific topics in some depth through exercise of research techniques and are used to assess students' cognitive skills and their abilities in synthesising theoretical and textual perspectives. Essays are also an appropriate way of assessing written communication, comprehension and knowledge of the field, and of rehearsing the practices of citation of sources.
- **Workshop Delivery:** The opportunity to deliver a workshop on line will allow students to practice their presentation skills as well as research a particular topic of interest. Workshops will also assess the student's ability to communicate and produce visual aids and/or other supporting materials for the delivery of their workshops.
- **Project:** The project module will be an opportunity to implement an international cultural engagement program. It may also be an opportunity to undertake a piece of work in the student's own organisation. It will assess the student's ability to achieve stated goals and outcomes while demonstrating project management skills through realistic devising and planning of programming within specified time and/or budgetary constraints.
- **Dissertation:** The dissertation will be a piece of research into a particular area of international cultural relations. It will assess the student's ability to conduct independent research and investigative work and to synthesise and present findings in a clear, coherent and critically reflective fashion.

The list below represents the general criteria of assessment for work on the MA. Fulfilment of these criteria will be expected in all work, both written and orally presented.

Ability to:

- comprehend the central issue and the instructions
 - conduct a literature review
 - identify the appropriate theoretical perspectives
 - identify relevant methodological issues and their relevance
 - create and assemble relevant material
 - synthesise material
 - reflect critically, creatively and analytically
 - build a coherent body of work
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- communicate in good English
- use scholarly techniques of referencing

The grading of assessments will be based on the following broad criteria:

- the extent to which relevant material has been used
- understanding of the methodological issues
- breadth of knowledge of relevant literature and practice
- depth of analysis and background research
- evidence of critical and reflective thought
- degree of coherence and structural clarity
- command of English
- use of the apparatus of scholarly referencing

More detailed descriptions of the assessment criteria and guidelines for Pass, Merit and Distinction can be found in the Postgraduate Study Guide.

COURSE STRUCTURE

Credit Level 7				
Module code	Module title	Status	UK credit	ECTS
SICR7xx	Introduction to Global Perspectives in ICR	Core	20	10
SCIR7xx	Option 1	Option	20	10
SCIR7xx	Option 2	Option	20	10
Award of Postgraduate Certificate in International Cultural Relations available				
Module code	Module title	Status	UK credit	ECTS
SCIR7xx	Option 3	Option	20	10
SCIR7xx	Option 4	Option	20	10
SCIR7xx	Option 5	Option	20	10
Award of Postgraduate Diploma International Cultural Relations available				
Module code	Module title	Status	UK credit	ETS
SCIR7AA	Dissertation	Core	40	20
SCIR7BB	On-site Summer Intensive	Core	20	10
Award of MA International Cultural Relations				

Beginning in 2016, the list of option modules available during each year will be made available in Term 3 of the preceding year.

Course Pathways

International Cultural Relations is offered as an MA, Diploma and Certification for full-time and part-time students. Specific pathways and degree award expectations for students beginning in April of 2015 are articulated below.

MA Course Pathway

MA Requires 180 credit hours including the 3 core modules (Intro to Global Perspectives in International Cultural Relations, Dissertation and Summer School Intensive) comprising 80 credit hours and 5 elective module options. Full-time students can take up to 3 modules per term. Masters awards for full-time study are expected to be completed within 4 years for full-time study including any period of suspension of studies. Masters students can commence studies in any of the following terms: S1 (September-December), S2 (January-March), S3 (April-June).

Full-time Students assuming an April 2015 start:

TERM	Year 1 2014/2015 and 2015/2016			Year 2 2015/2016	
	S3 (April-June 2015)	S1 (Sept – Dec 2015)	S2 (Jan-April 2016)	S3 (April-June 2016)	S4 (May-July 2016)
CORE REQUIREMENTS	Introduction to Global International Cultural Relations (Prerequisite and 20 credits)		Dissertation (40 credits)	Dissertation	Dissertation 2-week Summer Intensive (20 credits)
MODULE OPTIONS		2-3 Module Options	2-3 Module Options		

Full-time MA Students assuming a September 2015 start:

TERM	S1 (Sept-Dec 2015)	S2 (Jan - April 2016)	S1 (Sept - Dec 2016)	S2 (January-April 2017)	S3/S4 (April-Sept 2017)
CORE REQUIREMENTS	Introduction to Global International Cultural Relations (Prerequisite and 20 credits)		Dissertation (40 credits)	Dissertation	Dissertation (S3) Summer Intensive (20 credits) (*This could potentially also be taken

					in S4 of 2016)
MODULE OPTION		2-3 Module Options	2-3 Module Options		

Full-time MA Students assuming a January or April 2016 start:

TERM	S2 or S3 (Jan 2016 or April 2016)	S1 (Sept-Dec 2016)	S2 (Jan-April 2017)	S3 (April-June 2017)	S4 (May-Sept 2017)
CORE REQUIREMENTS	Introduction to Global International Cultural Relations (Prerequisite and 20 credits)		Dissertation (40 credits)	Dissertation	Dissertation 2-week Summer Intensive (20 credits)
MODULE OPTIONS		2-3 Module Options	2-3 Module Options		

Part-time MA Student Pathway assuming April 2015 start

Part-time students are expected to take between 1-2 modules per term. Masters awards for part-time study are expected to be completed within 5 years including any period of suspension of studies.

TERM	S3 (April – June 2015)	S1 (Sept-Dec 2015)	S2 (Jan-April 2016)	S4 (May-July)	S1 (Sept-Dec 2016)	S2 (Jan-April 2017)	S4 (May-Sept 2017)
CORE REQUIREMENTS	Introduction to Global International Cultural Relations (Prerequisite and 20 credits)			2- week Summer Intensive (20 credits) (*This course could also be taken in	Dissertation (40 credits)	Dissertation	Dissertation

				S4 of 2017)			
MODULE OPTIONS		1-2 Module Options	1-2 Module Options		1-2 Module Options	1-2 Module Options	

DIPLOMA

120 credits including Prerequisite Intro to Global Perspectives in International Cultural Relations (20 credits). Diploma awards are expected to be completed within the following time frames including any period of suspension of studies: 2 years for full-time students and 4 years for part-time students. Diploma students can commence studies in any of the following terms: S1 (September-December), S2 (January-March), S3 (April-June).

Full-time Diploma assuming an April 2015 start date.

TERM	S3 (April –June 2015)	S1 (Sept-Dec 2015)	S2 (Jan-April 2016)
CORE REQUIREMENTS	Introduction to Global International Cultural Relations (Prerequisite and 20 credits)		
MODULE OPTIONS		2-3 Module Options	2-3 Module Options

Part-time Diploma assuming an April 2015 start date.

TERM	S3 (April –June 2015)	S1 (Sept-Dec 2015)	S2 (Jan-April 2016)	S1 (Sept-Dec 2016)	S2 (Jan-April 2017)
CORE REQUIREMENTS	Introduction to Global International Cultural Relations (Prerequisite and 20 credits)				

MODULE OPTIONS		1-2 Module Options	1-2 Module Options	1-2 Module Options	1-2 Module Options
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CERTIFICATE

60 credits including Prerequisite “Intro to Global Perspectives in International Cultural Relations” (20 credits). Full-time certification students will have one year (4 University of Westminster terms) to complete the Certificate and part-time certification students will have 2 years (8 University of Westminster terms) to complete the certificate. Certificate students can commence studies in any of the following terms: S1 (September-December), S2 (January-March), S3 (April-June).

Certificate Pathway assuming April 2015 start date:

TERM	S3 (April –June 2015)	S1 (Sept-Dec 2015)	S2 (Jan-April 2016)	S1 (Sept-Dec 2016)	S2 (Jan-April 2017)
CORE REQUIREMENTS	Introduction to Global International Cultural Relations (Prerequisite and 20 credits)				
MODULE OPTIONS		1-2 Module Options	1-2 Module Options	1-2 Module Options	1-2 Module Options

Academic regulations

The MA ICR and its intermediate awards operate in accordance with the University's Academic Regulations and the Framework for Higher Education Qualifications in England, Wales and Northern Ireland published by the Quality Assurance Agency for Higher Education (QAA) in 2008.

All students should make sure that they access a copy of the current edition of the general University handbook called Essential Westminster, which is available at westminster.ac.uk/essential-westminster. The following regulations should be read in conjunction with Section 18: Modular Framework for Postgraduate Courses and relevant sections of the current Handbook of Academic Regulations, which is available at westminster.ac.uk/academic-regulations.

Please note that the Project module may be assessed only twice: a student who accepts reassessment therefore has no right to a re-attempt at the project module; neither may a student who has re-attempted a project module be offered reassessment.

Award

To qualify for the award of MA International Cultural Relations, a student must have:

- obtained a minimum of 180 credits at Level 7;
- attempted² modules worth no more than 240 credits; and
- satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.

The University may award:

- a Masters Degree with Merit, a PG Diploma with Merit or a PG Certificate with Merit to a student whose marks average at least 60% across modules at Level 7.
- a Masters Degree with Distinction, PG Diploma with Distinction or PG Certificate with Distinctions to a student whose marks average at least 70% across the modules at Level 7.

SUPPORT FOR STUDENTS

An orientation programme will introduce students to the course. This programme will include an introduction to on-line learning as well as general introductions to teaching staff and other students, to the Library and IT facilities and to the Faculty Registry. Students will be provided with the Course Handbook, which gives detailed information about the course.

Students are allocated a personal tutor employed by the University of Westminster who can provide advice and guidance on academic matters.

Students can search the entire library collection online through the Library Search service to access electronic resources (databases, e-journals, e-books). Advice is available to remote students via the 'Contact a librarian' forum.

The virtual learning environment is Blackboard and this is the main means of teaching and learning, communication and collaboration with staff and students. Technical support for the course is provided by Blackboard and the University of Westminster, and any questions on technical problems should be directed to vle@my.westminster.ac.uk.

² A first attempt of any module will count as an attempt, and a re-attempt of any module that a student has failed will count as a further, separate attempt. Re-assessment following referral at the first sit will not count as a further separate attempt.

At University level, Student affairs provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers and the chaplaincy providing multi-faith guidance. The International Office provides particular support for international students. The University of Westminster Students' Union also provides a range of facilities to support all students during their time at the University. Remote appointments are available to support distance learning students.

REFERENCE POINTS FOR THE COURSE

Internally

Primary internal reference points for teaching, learning and assessment policies on the MA are the University Handbook of Academic Regulations and the Quality Assurance Handbook.

The course is designed to enhance and extend the resources offered by research in literary studies going on within the University, as well as by the kinds of transdisciplinary work that is among the research and teaching strengths of the Faculty. The MA is hosted by the Faculty rather than in a single department and thus makes use of the wide range of cognate research interests and forms of expertise that exist across the various disciplines and staff members.

The course structure meets the requirements of the modular framework and the academic regulations of the University, as well as of the Faculty Teaching, Learning and Assessment Policy. At the same time, it is designed to take account of both the University Policies on skills development and employability and one of the key themes in the University strategic plan –educating for professional life– providing advanced critical and practical work relevant to these areas.

Externally

The primary external reference point for the academic infrastructure of the course is the Quality Assurance Agency (qaa.ac.uk); in particular, the Code of Practice for the assurance of quality and standards, the Framework of Higher Education Qualifications (FHEQ), and the details of programme specifications. For credit level descriptors (specifically 'M' level descriptors), the reference point is the South England consortium for Credit Accumulation and Transfer (seec-office.org.uk). Reference may also be made to the materials provided by various subject centres of the Higher Education Academy (heacademy.ac.uk).

QUALITY MANAGEMENT AND ENHANCEMENT

Course Management

The Course is hosted in the Faculty of Social Sciences and Humanities. The Course is directly managed by a Course Leader, supported by a deputy. Each module on the course also has a designated Module Leader responsible for the administration and monitoring of its design and delivery.

The course teaching team consists of staff recruited for their knowledge and professional experience in specialised areas. They are drawn from a range of

academic and relevant non-academic contexts from a number of different countries. All staff have been trained in distance learning before undertaking teaching. The Course Leader liaises weekly with each teacher, and key members of the teaching team meet regularly each year to identify and address ways of improving the design and delivery of the course. Staff undergo appraisal and observation of their classes by colleagues.

The MA course intersects with, and draws upon, the institutional resources provided by the wider set of events and cultural initiatives co-ordinated by staff within the Faculty as well as by the various events and collaborative ventures organised under the umbrella of the Westminster-Smithsonian Colloquium.

The course has an Advisory Panel, chaired by Professor Guy Osborn (Westminster Law School) and with members drawn both from the University and from the international field. The Panel meets once a term to maintain an overview of the course, to advise on further development and to maintain a network of expertise in the subject.

Course Approval, Monitoring and Review

The course was initially approved by a University Validation Panel in 2014. The Panel included internal peers from the University and external subject specialists from academia and industry to ensure the comparability of the course to those offered in other Universities and the relevance to employers. Periodic course review helps to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers.

The course is monitored each year by the Faculty to ensure that it is running effectively and that issues that might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the outcomes from each Course Committee, evidence of student progression and achievement and the reports from External Examiners, to evaluate the effectiveness of the course. The Annual Monitoring Sub-Committee considers the Faculty action plans resulting from this process and the outcomes are reported to the Academic Council, which has overall responsibility for the maintenance of quality and standards in the University.

Student Involvement in Quality Assurance and Enhancement

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways. The most formal mechanism for feedback on the course is the Course Committee. Student representatives will be elected and will be invited to represent the views of their peer group in a live on line forum (time zones permitting – if not then the forum will be asynchronous). The University and the Students' Union work together to provide a full induction to the role of the Course Committee.

All students are invited to complete a Module Feedback Questionnaire before the end of each module. The feedback from this will inform the Module Leader on the effectiveness of the module and highlight areas that could be enhanced. The University also has an annual Student Experience Survey which elicits feedback from students about their course and University experience.

Students meet with Review Panels when the periodic review of the course is conducted to provide feedback on their experience on the course. Student feedback from Course Committees are part of the Faculty's quality assurance evidence base.

For more information about this course:

Please contact: Aimee Fullman, Course Leader

a.fullman1@westminster.ac.uk

Webpage: <http://www.westminster.ac.uk/courses/subjects/politics-and-international-relations/postgraduate-courses/opensdistance-learning/p09dpicr-international-cultural-relations-ma> (Shorter URL becoming available.)

Please note: This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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