



LEEDS  
BECKETT  
UNIVERSITY

# Course

# Specification

## BSc (Hons) Creative Media Technology

## BSCMT

2020/21

**Undergraduate Material Information  
IMPORTANT INFORMATION FOR APPLICANTS**

**Version date: July 2020**

# **Undergraduate Material Course Information** **Summary**

**Revised Course Structure and Delivery Information for Academic Year 2020/21 in Response to Coronavirus Covid-19 and Associated Public Health England Guidance as at 3 July 2020**

**PART 1 of 2: Important General Information about Course Delivery for Leeds Beckett University Awards in 2020/21 (Information Specific to Your Course is Provided in PART 2)**

## **Introduction**

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

Information is provided in two parts:

The University is informed by Public Health England (PHE) Covid-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21. We have identified an appropriate mix of blended learning – a mix of face-to-face, on-campus, online and digital content and teaching and learning for each subject, reflecting what will maximise learning as well as supporting more vulnerable learners and enabling the university as a whole to minimise transmission risk.

Covid-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice. We may revert to different proportions of on-campus learning and online learning delivery later in the academic calendar year or a later teaching block. Learning will remain accessible for students who are unable to attend on campus sessions.

## **How we will communicate with you**

We have sent information to applicants who have accepted an offer by email on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School.

In addition to the course specific information set out in this document and the above communications, the University's Covid-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The Covid-19 microsite is regularly reviewed and updated as the situation, advice and planning evolve and is available at:

<https://www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2>.

## **Key terms and conditions**

Further important information for applicants and students is available on our web site: <https://www.leedsbeckett.ac.uk/information-for-applicants-and-students/> . This includes information about the student contract, fees and funding, your rights of cancellation, the student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will

form the contract between you and the University upon accepting an offer and information about how to make a complaint.

## **Start dates**

Our academic year will begin at the normal time. Start dates will be notified to direct applicants via their offer letter or for UCAS applicants, via UCAS Track. The length of the course is confirmed in the information about your course in Part 2 of this document below.

## **Location of delivery**

In academic year 2020/21, it is planned that your course will be delivered via a blend of online and digital learning and on-campus teaching and learning, with the necessary Covid-19 social distancing and other measures in place on campus informed by Public Health England advice and guidance.

Information on how blended teaching and learning will be delivered and the location of any on-campus delivery is provided in a subsequent section of this document entitled '**Teaching and Learning Activities**'.

Information on the delivery of placements and other off-campus learning opportunities is provided in a subsequent section of this document entitled '**Placements and Other Off-Campus Learning Opportunities**'.

## **Course Fees**

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via a blended approach that includes online teaching and learning, digital learning and on campus sessions. If a further lockdown is necessary then delivery will be continued and supported via online and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device or purchase or lease a laptop or similar device for their personal use which would be an additional cost. The costs of this would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the Covid-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE is an essential requirement for the nature of the course you are undertaking this will be detailed below:

## **Timetable Information**

This course will be scheduled using a teaching block/semester-based delivery and will be specified in timetable information.

The 2020/21 academic calendar and term dates are available on our web site at:

<https://www.leedsbeckett.ac.uk/-/media/files/academic-calendars/2021-student-calendar-sept.pdf?la=en>

The academic year 2020/21 will start on the dates notified to you.

Taught sessions will normally be scheduled and included in your timetable. This will include on-campus sessions that you should attend. In 2020/21, depending on your course, this may also include scheduled online teaching and learning sessions where student engagement is required at a specified time and tutor pre-recorded lectures and scheduled discussion sessions. Module information will be made available online by the school for enrolled students.

Timetables will be made available to students during induction week via:

1. The Student Portal (MyBeckett)
2. The Leeds Beckett app

You should discuss any difficulties relating to your engagement with timetabled sessions with your Course Administrator.

## **Policies, Standards and Regulations ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))**

Covid-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue

with their studies. We may need to implement approved emergency Covid-19 pandemic academic regulations to take account of the impact of Covid-19 general extenuating circumstances.

## **Sandwich Placements, Other Placements and Other Off-Campus Learning Opportunities**

Covid-19 response measures are likely to impact on the arrangements for placements, field trips, volunteering and other off-campus activities. If available, these are likely to operate with appropriate social distancing arrangements. Employers may reduce the availability of placement or volunteering opportunities due to the impact of Covid-19 on their operations.

The availability or type of placements with employers, study abroad or volunteering opportunities, may be restricted. The University follows the UK Government's Foreign and Commonwealth travel advice and is also informed by any specific in-country international travel restrictions or requirements.

The University's current position is that we will not facilitate outward (from UK) international/overseas placements, study abroad or volunteering activity in 2020/21. This is to protect students and minimise the risk of you being stranded abroad in the event of a lockdown and the introduction of national/local travel restrictions. We will only consider international placements for students whose domicile address is in the country of their placement.

Inward Erasmus study (from other EU countries to the UK under this scheme) will be supported where these align with the teaching blocks academic calendar delivery dates. There may be other national or international travel restrictions or quarantine measures or specific work-place Covid-19 measures that impact on these opportunities.

Should the Covid-19 response and alert level be amended any activity may also be subject to Covid-19 employer, local or in-country requirements applicable at the time of the placement/activity. We will keep the position under review for teaching blocks 2 and 3 or semester 2, informed by Public Health England and the UK Government's Foreign and Commonwealth travel advice.

Students will have access to advice and support from the University careers and employability team during their studies via the online resources and support.

Further information on placements or other off-campus learning opportunities applicable to your course is provided below.

## **Professional Accreditation or Recognition Associated with the Course**

We will prioritise face-to-face teaching and practical teaching to meet any requirements of relevant professional, statutory and regulatory bodies (PSRB) if your course includes these elements. This will ensure that your course retains its full professional status.

Specific information on applicable professional statutory or regulatory body recognition or requirements for your course is summarised below.

## **Teaching and Learning Activities**

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on Covid-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience a blended approach to learning for 2020/21; this is a mix of face-to-face, on campus online, and digital content, teaching and learning.

We are working within the government 2 metre social distancing measures for Teaching Block 1 so we are not planning to deliver large-group teaching on campus throughout 2020/2021. This will ensure that maximum space will be available for small-group teaching.

In most cases, the taught content will also be available online so you can still access it if you are not able to attend campus due to the pandemic (for example, due to self-isolation, shielding or travel restrictions). There will be digital content and recorded lectures available online to support students who may be unable to travel to campus. In some circumstances, other formal taught sessions may also be recorded.

In the event of a further government lockdown in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies and study towards achieving any specified professional statutory and regulatory body accreditation requirements where this applies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice (see Introduction section above).

Further information on local course delivery arrangements will continue to be available from your School and via the School.

Students will be kept up to date with new information when this is available via this University web site.

## **Learning Support**

### **Our approach to delivering student support in 2020/21**

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based school offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

### **Access to Library support in 2020/21**

The Library offers access to thousands of resources via MyBeckett or the Library website (<http://libguides.leedsbeckett.ac.uk/home>) which also provides full details of all our services.

In response to Covid-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/ copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc.

- online (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](http://libguides.leedsbeckett.ac.uk/contact_us)
- by phone - 0113 812 1000 (24/7 IT support)

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials available on the Library's YouTube channel:

<https://www.youtube.com/channel/UCFFd5u75zmy00EnkM9F2zPQ>

### **Support from your School**

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make



referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

## **Student Advice and Support**

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/>. This is where contact details for all specialist support services can also be found. You can also email the team at [studentadvicehub@leedsbeckett.ac.uk](mailto:studentadvicehub@leedsbeckett.ac.uk).

## **Range of Support Services Available**

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a Covid-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are [disabilityadvice@leedsbeckett.ac.uk](mailto:disabilityadvice@leedsbeckett.ac.uk) or telephone 0113 812 5831. Students who are classed at Covid-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability Team, should discuss any support arrangements they may need, directly with their Course Director and if resident in halls, their Residential Life Team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at <https://www.leedsbeckett.ac.uk/studenthub/student-support/>. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing Covid-19 position, updated information will be provided on our University Covid-19 microsite.

## Part 2: Important Information for Applicants to BSc (Hons) Creative Media Technology for 2020/21

<b>Award</b>	Bachelor of Science (with Honours) Creative Media Technology
<b>Contained Awards</b>	Bachelor of Science Creative Media Technology Diploma of Higher Education Creative Media Technology Certificate of Higher Education Creative Media Technology
<b>Awarding Body</b>	Leeds Beckett University
<b>Level of Qualification &amp; Credits</b>	Level 6 of the Framework for Higher Education Qualifications, with 120 credit points at each of Levels 4, 5 and 6 of the UK Credit Framework for Higher Education (360 credits in total)

### Course Lengths & Standard Timescales

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2020. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 3 years (full time, campus based)  
Starts 21<sup>st</sup> September 2020/ Ends June 2023
- 6 years (part time, campus based)  
Starts 21<sup>st</sup> September 2020/ Ends June 2026

**For more information about part-time delivery contact your school**

### Timetable Information

This course will be taught via 3 x 10-week teaching block. Details of on-campus and other scheduled sessions will be confirmed in your timetable.

Further information on learning and teaching activities and your modules is provided in a later section of this document.

## **Placements and Other Off-Campus Learning Opportunities**

### **Summary**

Leeds Beckett is dedicated to improving the employability of our students and one of the ways in which we do this is to support our students to gain valuable work experience through work-based placements. Our placement teams have developed strong links with companies, many of whom repeatedly recruit our students into excellent placement roles and the teams are dedicated to supporting students through every stage of the placement process. More information about the many benefits of undertaking a work placement, along with details about how to contact our placement teams can be found here:

<http://www.leedsbeckett.ac.uk/studenthub/placement-information/>

Where possible, we will continue to support placement and work-based activity but this will be undertaken with particular regard to Government advice on covid-19 and public health. The availability or type of placements with employers may be restricted. Students will be advised about any new information or required revisions to confirmed arrangements as soon as this information becomes available.

### **Length**

30 weeks, undertaken between year 2 and year 3 (Level 5 and Level 6)

### **Location**

Unspecified /variable

### **Policies, Standards and Regulations ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))**

There are no further additional or non-standard regulations which relate to your course.

### **Key Contacts**

#### **Your Course Director**

Hugo Smith - [h.u.smith@leedsbeckett.ac.uk](mailto:h.u.smith@leedsbeckett.ac.uk)

#### **Your Academic Advisor**

Ant Pearson - Course Leader [A.M.Pearson@leedsbeckett.ac.uk](mailto:A.M.Pearson@leedsbeckett.ac.uk)

#### **Your Course Administrator**

Maya Kempe-Stanners - [M.Kempe-Stanners@leedsbeckett.ac.uk](mailto:M.Kempe-Stanners@leedsbeckett.ac.uk)

## **Professional Accreditation or Recognition Associated with the Course**

There is presently no professional accreditation or recognition associated with this course

### **Course Overview:**

This is a practical course which is aimed at creative and dynamic individuals with an interest in design, digital technology and passion for modern media trends.

A distinctive feature of the course is its close links with a range of commercial companies which contribute to an advisory employer forum. These range from digital advertising agencies and web development companies to e-learning producers and video post- production houses. Our relationship with these companies informs our approach to module design and assessment. Our use of an employer forum has direct input into the briefs set for students and a number of our undergraduates have secured year-long industry placements as part of their degree.

Core staff teaching on the course actively pursue research and many lecturers divide their time between their academic work and commercial sector activities. This approach ensures that the student experience keeps pace with the rapidly changing digital environment and provides exposure to academic and employment opportunities.

Throughout the degree course students will encounter a range of learning environments and experiences, preparing them for the modern workplace. These range from responding creatively to real-world briefs, innovative approaches to pitching concepts, working effectively in teams, contextual research techniques and producing work for clients.

### **Aims**

The Creative Media Technology course aims to deliver a curriculum focused on three core subject areas:

- Design and graphics
- Web and Interactivity
- Professional Practice and Skills

These have been clearly identified by employers as the key skills and attributes that graduates must demonstrate. Each subject area focuses upon the creative application of technology within the discipline and ensures students are versed in the latest industry-standard software packages. The range of businesses that employ graduates from this course, require multi- skilled graduates who can contribute to a variety of projects. Therefore the course offers a broad, multi-disciplinary curriculum and therefore students also have opportunity to engage with specialist areas such as:

- Digital Video
- 3D Graphics and Animation
- Mobile Applications

## Course Learning Outcomes

At the end of the course, students will be able to:

1	Systematically understand the key aspects of creative, technical and professional practice in the creative media industries.
2	Develop and research original ideas, then communicate and manage production workflow and responsibilities to translate these creative ideas into final products, services or content.
3	Critically review established techniques of analysis and design that encompass creative industry standards and practices.
4	Encourage professional development and personal growth through regular engagement with critical reflection on professional practice, including the contributions and performance of self and others when team-working.

## Teaching and Learning Activities and Your Modules

Teaching and learning takes place on vibrant Headingley Campus at the moment and this will continue until the new LSA Building at City Campus is commissioned. At that point teaching for this course will move to that purpose-built facility. This may take place in 2020 or 2021 depending on delays to the completion of the building related to covid-19.

We will deliver teaching, learning and assessment activities which are informed by government guidance on COVID-19 requirements and the need for social distancing. Government COVID-19 guidance continues to change and this may mean that during the academic year, arrangements for teaching, learning and use of the campus may need to change.

We aim to provide access to

- excellent teaching, learning and support via a blend of online and on-campus learning where this can be delivered safely
- specialist facilities and equipment for the course where this can be delivered safely
- opportunity for time on campus as soon and as much as practical, based on the need to manage the campus safely

In the event of a further government lockdown in response to COVID-19, we will prioritise remote delivery and support to enable students to continue with their studies.

Teaching and Learning will be delivered over three, ten-week teaching blocks. Each block will contain two taught modules.

This information is correct for students progressing through the programme within standard timescales. Students who are required to undertake repeat study may be taught alternate modules which meet the overall course learning outcomes. Details of module delivery will be provided in your timetable.

We plan to deliver some group sessions and other classes online (including lectures). It is possible that, as the year progresses, some practical teaching and learning, small group seminars/tutorials may take place on-campus with appropriate social distance measures in place.

It is also our intention to make hardware and software available for use on-campus where possible and to make arrangements for student use of equipment and software away from campus where on-campus learning is not possible. Some practical face-to-face assessment and teaching will continue, where social distancing/Government guidelines permit.

Any on-campus teaching will be at Headingley Campus until the new LSA Building at City Campus is commissioned. At that time teaching for the Creative Media Technology award may be moved to this purpose-built facility.

<b>Level 4</b>	
<b>Teaching Block 1</b>	<b>Core (Y/N)</b>
Graphic Design	Y
Web Authoring	Y
<b>Teaching Block 2</b>	<b>Core (Y/N)</b>
Creative Media Practice	Y
3D Principles	Y
<b>Teaching Block 3</b>	<b>Core (Y/N)</b>
Media Project	Y
Digital Video	Y

**Level 5 Core Modules (2021/22 for FT students and 2022/23 and 2023/24 for standard PT students)**

Visual Communication  
Web Design

Advanced 3D Animation  
Video Post-Production

Group Project  
Interactive Media Design

### **Indicative Level 5 Option Modules (delivery years as per Level 5 core modules above)**

N/A

### **Level 6 Core Modules (2022/23 for FT students and 2024/25 and 2025/26 for standard PT students)**

Production Project  
Professional Portfolio

### **Indicative Level 6 Option Modules (delivery years as per Level 6 core modules above)**

Portraiture: Identity and Representation  
Short Story  
Script Writing  
Motion Design  
3D Visualisation  
And in a later teaching block. *Students should take one from:*  
Design Thinking  
Mobile Gaming

### **Assessment Balance and Scheduled Learning and Teaching Activities by Level**

The assessment balance and overall workload associated with this course are calculated from core modules and a sample of option module choices undertaken by a typical student. They have been reviewed and confirmed as representative by the Course Director.

A standard module equates to 200 notional learning hours, which may be comprised of teaching, learning and assessment, placement activities and independent study. Sandwich placement years spent out of the University are not be included in the calculation unless they are credit bearing and attributed to a level of the course. Modules may have more than 1 component of assessment.

Level 4 is assessed by 100% coursework

Level 5 is assessed by 100% coursework

Level 6 is assessed by 100% coursework

<b>Overall Workload</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
Teaching, Learning and Assessment	288 hours	216 hours	168 hours
Independent Study	912 hours	984 hours	1032 hours
Placement	hours	hours	hours



Assessments for some modules in the coming year may be altered in both style and component weighting where blended learning of the public health situation makes this appropriate. All assessment activity will continue to feed into the meeting of Level Learning Outcomes and Course Learning Outcomes and disruption will be kept to a minimum and used to support student experience if the public health situation means that standard campus delivery cannot be offered.

### **Learning Support Arrangements**

It is our intention to make hardware and software available for use on-campus where possible and to make arrangements for student use of equipment and software away from campus. Some practical face-to-face learning support, along with assessment and teaching, may continue where social distancing/Government guidelines permit.

On-campus learning support will be based at Headingley Campus helpdesk until classes move to the LSA Building at City Campus. At this time some learning support will be available to students in the LSA Building but Creative Media Technology students will also be welcome to use the Headingley Campus loans helpdesk facility until all Creative Technologies courses move to the City Campus and this could be more than one year away.

Social distancing and PPE are required to be adhered to in keeping with the government guidelines. These may include masks, gloves, individual responsibility for cleaning workstations and one way systems around buildings. Students will be informed of the requirements and any changes via email.