Programme Specification
2017–18
Economics, Management, Finance and the Social Sciences (EMFSS)
Politics
Graduate Diploma

Important document – please read
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Important information regarding the Programme Specification

About this document

Last revised 13 June 2017

The Programme Specification gives a broad outline of the structure and content of the programme, the entry level qualifications, as well as the learning outcomes students will achieve as they progress. Some of the information referred to in a programme specification is included in more detail on the University of London International Programmes (International Programmes) website. Where this is the case, links to the relevant webpage are included.

Where links to external organisations are provided, The University of London is not responsible for their content and does not recommend nor necessarily agree with opinions expressed and services provided at those sites.

If you have a query about any of the programme information provided, whether here or on the website, registered students should use the Ask a question tab in the Student Portal https://my.londoninternational.ac.uk; otherwise the Contact Us button at the bottom left hand corner of every webpage should be used.

A Glossary provides an explanation of the terms used in this document.

Key revisions made

Programme specifications are revised annually. The quality committee of the Independent Academic Institution providing academic direction, as part of its annual review of standards, confirms the programme structure and the educational aims and learning outcomes, and advises on any development in student support. Where there are changes which may impact on continuing students, these are listed below. For all new students, the programme and general information provided in this document is correct and accurate and will be applicable for the current year.
Title and name of awards

Programme
Politics

Award title
Graduate Diploma in Politics

Level of the programmes


The awards are placed at the following Levels of the Framework for Higher Education Qualifications (FHEQ):

- Bachelor of Science Honours degree (BSc) Level 6
- Graduate Diploma Level 6
- Diploma of Higher Education (DipHE) Level 5
- Diplomas in Economics and Social Sciences Level 4
- Certificate of Higher Education (CertHE) Level 4

Individual Courses are placed at Levels 4, 5 or 6, depending on the course selected. See the ‘Programme Structures’ section of this document for more information.

Relevant QAA subject benchmarks group(s)

See the QAA website for information:


Awarding body
University of London

Registering body

www.londoninternational.ac.uk

University of London

Academic direction
The London School of Economics and Political Science (LSE)

Accreditation by professional or statutory body
Not applicable

Language of study and assessment
English
Mode of study
Independent or locally-supported learning

The International Programmes website provides an overview of teaching institutions and a Directory of Institutions.

Programme structures
The Economics, Management, Finance and the Social Sciences suite of programmes are comprised of courses. Each course is referred to as a ‘100 course’, ‘200 course’ or ‘300 course’, corresponding to the following levels of the Framework for Higher Education Qualifications (FHEQ):

- 100 courses are placed at FHEQ Level 4
- 200 courses are placed at FHEQ Level 5
- 300 courses are placed at FHEQ Level 6

Where half courses are indicated, two half courses are equivalent to one full course in terms of structure. For each programme, some courses are compulsory, whilst others can be selected from lists of options called ‘selection groups’.

Each Graduate Diploma consists of four full courses (or the equivalent). Where the structure permits, students may take a maximum of two full 100 courses. Students must take at least two 200 or 300 courses.

The current structure can be found on the programme’s Structure page on the International Programmes website. Students registered for the programme in a previous year should refer to their Programme Regulations to note any differences in structure that may apply to them.

Where a student satisfies certain conditions, transfer may be permitted between different Graduate Diplomas. A student registered on a Graduate Diploma cannot transfer to a degree, Individual Course or the Certificate of Higher Education in Social Sciences. Instead, they would need to cancel their registration and submit a request for new registration on their chosen programme.

To be considered for the award of a Graduate Diploma under the New Regulations, a student must have attempted and passed four full courses, each at a mark of 40 or above.

Notes
Where ‘full courses’ are referred to, two half courses are equivalent to one full course, although students should refer to the Programme Regulations for information on the pairing of half courses.

Students who are already registered for the programme from a previous year should refer to the structure in the Programme Regulations to note how any changes to the structure may apply to them.

Full details of the Scheme of Award are included in the Programme Regulations.
Maximum and minimum periods of registration

The maximum and minimum period of registration, from a student’s effective date of registration, are:

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<th>Minimum</th>
<th>Maximum</th>
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<tr>
<td>Graduate Diploma</td>
<td>One year</td>
<td>Five years</td>
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Study materials are made available after registration and on payment of the applicable fee.

Credit value of courses

Further information about the credit systems used by universities in the UK and Europe is available in:

The Higher Education Credit Framework for England,
www.qaa.ac.uk/en/Publications/Documents/Academic-Credit-Framework.pdf

The Framework for Higher Education Qualifications in England,

The European Credit Transfer and Accumulation System,
http://ec.europa.eu/education/tools/ects_en.htm

Where credits are assigned to each course of a programme, credit indicates the amount of learning carried out in terms of the notional number of study hours needed, and the specified Framework for Higher Education Qualifications in England (FHEQ) credit level indicates the depth, complexity and intellectual demand of learning involved. The details below indicate the UK credits and the European Credit Transfer and Accumulation System (ECTS) values.

For the Economics, Management, Finance and the Social Sciences suite of programmes, credits are assigned to the courses as follows:

- 30 UK credits or 15 ECTS credits for a full course at level 4, or 15 UK credits or 7.5 ECTS credits for a half course at level 4
- 30 UK credits or 15 ECTS credits for a full course at level 5, or 15 UK credits or 7.5 ECTS credits for a half course at level 5
- 30 UK credits or 15 ECTS credits for a full course at level 6, or 15 UK credits or 7.5 ECTS credits for a half course at level 6

One UK credit equates to a notional ten hours of study.

Entrance requirements

Applicants must submit an application in line with the procedures and deadlines set out on the website. To be considered for registration for an undergraduate degree or Diploma of Higher Education with the International Programmes, applicants must normally satisfy:

- the University of London’s general entrance requirements;
- any additional programme specific entrance requirements; and
- English language requirements.
The full list of EMFSS programmes can be found on our website. Entrance requirements are set out in detail under the ‘Requirements’ tab for each programme.

Entrance Requirements for the Graduate Diplomas

Age:
Applicants must normally be at least 17 years of age on or before 30 November in the year of initial registration.

Qualifications:
Applicants must have successfully completed one of the following:

- an acceptable bachelor degree
- an acceptable Master’s degree (or any other acceptable/appropriately accredited Level 7 award) provided this is at least 1 year full time in duration
- an acceptable Level 5 or Level 6 award (such as an HND or Graduate Certificate) provided this is at least 1 year full time in duration. In addition applicants must submit evidence of at least 2 years relevant work experience.

In addition, applicants must meet the programme-specific requirements given on the Requirements tab on each programme page on the website.

The Qualifications for Entrance schedule can be found here:
www.londoninternational.ac.uk/sites/default/files/entrance_qualifications.pdf

English language requirements
Applicants must satisfy the English language requirements for the programme. These are set out in detail on the programme page under the Requirements tab for each programme.

Additional information on English language proficiency tests are given on the website.

Where an applicant does not meet the prescribed English language proficiency requirements but believes that they can demonstrate the requisite proficiency for admission the University may, at its discretion, consider the application.

Internet access
Students will require regular access to a computer (or mobile device*) with an internet connection to use the International Programmes website and the Student Portal. These are where many of the programme’s study resources are located.

The computer should have at least the following minimum specification:

- a web browser (the latest version of Firefox, Chrome or Internet Explorer). This must accept cookies and have JavaScript enabled;
- screen resolution of 1024 x 768 or greater;
- sufficient bandwidth to download documents of at least 2 MB;
- a speaker.

And the following applications installed:

- a word processor that accepts Microsoft Word formats (.doc and .docx);
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- a pdf reader;
- software for playing mp3 and mp4 files.

*Full mobile access to VLE resources is not available for all programmes.*

**Students with specific access requirements**

International Programmes welcomes applications from disabled students and/or those who have specific access requirements. The University will make every effort to provide reasonable adjustments to enable those with a disability, learning difficulty or specific access requirements to have the same opportunity as all other students to successfully complete their studies.

The University is committed to managing the application procedure and the programme itself to ensure that services are accessible for all students and that an inclusive environment is created. The International Programmes admissions team encourages those students with a disability, or others who may need special arrangements to assist in taking examinations (such as separate room or special aids), to complete the relevant section of the application form, or contact the Inclusive Practice Manager. Requests are considered by a University panel, whose purpose is to ensure that students with disabilities and/or specific access requirements are neither advantaged nor disadvantaged by such arrangements when compared with other students. These considerations remain separate from the academic selection processes.

For further information, see Inclusive Practice Policy

**Sources of funding and scholarships**

Information about potential sources of funding and scholarships is updated annually and where available is included in the prospectus web pages.

For further information see www.londoninternational.ac.uk/distance-and-flexible-learning/funding-your-study.

**Educational aims and learning outcomes of the programmes**

Each of the programmes within the fields of Economics, Management, Finance and Social Science aims to offer a challenging, flexible scheme of study invigorated by research, which advances a student’s ability to develop academic and practical insights into the subjects studied. Students will be encouraged to develop a broad range of transferable and in some cases technical expertise.

Successful completion of a Graduate Diploma may allow a student to progress onto a related postgraduate degree.

Within the programmes there is a natural progression between the levels. A student who passes the 100 courses (FHEQ Level 4) will have the essential introduction to that subject. The 200 and 300 courses (FHEQ Level 5 and 6) build on the 100 courses and provide opportunity to develop a more detailed understanding. Students will develop a greater understanding and a sophistication of thinking as they work through the courses.

The programmes aim to:

- promote independent critical and evaluative skills, and intellectual curiosity for life-long learning;
- expand knowledge and understanding of the chosen discipline;
• promote analytical, creative and imaginative engagement with theory, research and practice in the chosen discipline;
• encourage self-development into professionally organised and interactive individuals by practicing skills of selection, assimilation and communication.

Graduate Diploma in Politics
Depending on the courses taken the programme aims to:
• provide a high quality and academically challenging education in politics;
• help students to place the discipline of politics in the wider context of the social sciences;
• enable students to develop the necessary analytical and theoretical sophistication, and breadth and depth of understanding, within their field of study;
• enable students who go directly into non-academic careers to become articulate, clear thinking individuals, able critically to analyse complex bodies of material.

The learning outcomes of the programme are as follows:

Knowledge and understanding;
Depending on the courses studied a student will be able to:
• analyse political relationships in their economic and social context, taking into account historical influences and contemporary politics;
• understand the workings of various types of institutions of representative and responsible government, the processes of politics and the forming and implementing of public policy;
• demonstrate a detailed and critical understanding of the core literature and main theoretical debates in this field;
• work independently, planning and producing lucid, coherent, analytic written papers;

Intellectual and cognitive skills;
Depending on the courses studied a student will be able to:
• locate, extract, analyse and draw reasoned conclusions from multiple sources (including electronic sources) of appropriate literature and relevant data and acknowledge and reference sources appropriately;
• critically analyse arguments;
• assimilate and lucidly evaluate alternative views.

Transferable skills;
A student will be able to:
• communicate effectively in a written context;
• use information technology (spreadsheets, word-processing and online databases) appropriately;
• organise information, and assimilate and evaluate competing arguments;
Learning, teaching and assessment strategies

For the Graduate Diplomas, subject guides and reading lists are provided for students to study independently. The University of London does not provide tuition.

For all registered students, subject guides are provided for each course studied. The subject guides include tools to assist a student in the development of the skills of information search, comprehension and analysis and the generation of original and thoughtful assignments. Subject guides offer advice on how to use the recommended textbooks which form the focus of the student’s studies. A student is required to buy these textbooks themselves.

Advice and practical information such as study techniques, planning, preparation for assessment is available in the specially prepared guide Strategies for success.

A student may communicate with others on a free web-based Virtual Learning Environment. Students will have access to course materials, and be able to engage in dialogue and develop and negotiate conclusions with others – key components in the acquisition of knowledge, understanding and transferable skills.

Written examinations form the greater part of the assessment of the programmes. For each course students will be assessed mainly by written examination. Questions are structured to allow students to demonstrate that they have acquired appropriate knowledge and understanding. The way that students manage data, solve problems, evaluate ideas and the organisational skills they use to structure their written answers allows the standard of intellectual and transferable skills to be assessed.

Assessment criteria for the programme take into account the level at which these skills have been achieved.

Assessment methods

Aside from a few exceptions, each full course is examined by one three-hour unseen written examination and each half course by one two-hour unseen written examination. The assessment of some courses also involves the submission of coursework or a project. Details of this are included within the course syllabus.

The written examinations take place on one occasion each year, normally commencing in May. These are held at established centres worldwide.

Full details of the dates of all examinations are available on the website.

Student support and guidance

The following summarises the support and guidance available to students:

- The Virtual Learning Environment (VLE): This gives access to materials (including lessons, activities and assignments) for each course studied.

- Programme Handbook: This tells students how to access available resources and assessment and examinations procedures.
Subject guides are provided for each course; these introduce and develop the topics

Recommended reading lists are provided online. Students may need to buy their own textbooks or use copies provided by their teaching institution.

Online student café and discussion areas – which allow students to communicate with each other

Past examination papers and Examiners' commentaries: These provide generic feedback from assessment.

Programme Regulations

The Online Library provides a range of e-books, along with full-text and multidisciplinary databases where journal articles, book reviews and reports can be found.

University of London library: Registered students may use the resources located within the Senate House library (for a small additional fee).

A University of London email account and web area for personal information management.

At an extra cost students may attend locally based teaching institutions; students must make their own arrangements to work with institutions which provide full-time classes, regular part-time classes or occasional revision sessions.

Attendance at an institution is a requirement for students registered on the Certificate of Higher Education in Social Sciences and the Diplomas. Attendance is optional for students registered on the degrees, Graduate Diplomas and Individual Courses.

Quality evaluation and enhancement

The academic institutions of the University of London and the University of London International Academy collaborate to deliver the International Programmes. The policies, partnerships and systems are defined within the key documents: The Quality Framework, the Quality Assurance Schedules, Guidelines for Examinations, General Regulations and programme specific regulations for each programme.

Parity of award standards

Every programme of study is developed and approved by an academic institution of the University of London, or a consortium with representation by more than one academic institution, to the same standards and requirements as would be applied in the academic institution/s concerned.

Learning materials are written and examinations are set and marked by academic staff employed or chosen by the academic institution concerned, who are required to apply the University’s academic standards.

Review and evaluation mechanisms

Procedures are in place to assure the standards of the award and the quality of the student experience, which include programme development, delivery, management, systematic monitoring and ongoing review and enhancement of all University of London International
Programmes. Improvements are made as necessary to ensure that systems remain effective and rigorous.

- Annual programme reports are produced for all programmes in order to review and enhance the provision and to plan ahead;
- Every year independent external examiners prepare reports to confirm that a programme has been assessed properly and meets the appropriate academic standards;
- Annual student information statistics are produced and are referenced in all systematic reporting within the University of London International Academy;
- Periodic programme reviews are carried out every 4-6 years to review how a programme has developed over time and to make sure that it remains current and up-to-date.

**Student feedback mechanisms**

The Student Experience Survey, carried out every two years, collects feedback from the International Programmes student body on a range of topics relating to the student lifecycle. The results are considered in a number of different ways, including by the Pro-Vice Chancellor, the programme team, principal committees and departments at the International Programmes responsible for the different aspects of the student experience. Once the findings have been considered in detail, responses are published from both the International Programmes and from the individual Programme Directors.

Additional survey activity may also be conducted from time to time through the student portal, by email or from the programme team.

VLEs also provide the opportunity for informal feedback and discussion.

An undergraduate and postgraduate student member is appointed by the University to the majority of committees through an annual appointment round. Some programmes also recruit student members at the programme level. Students are frequently invited to take part in quality review processes such as Periodic Programme Reviews, Programme approval, Thematic Reviews, MOOC review panels and *ad hoc* focus groups. Opportunities such as these are advertised through social media and on the website. More information can be found at [www.londoninternational.ac.uk/youengage](http://www.londoninternational.ac.uk/youengage)

**After graduation**

**Further study**

Successful completion of an EMFSS programme may serve as preparation for students who wish to go on to take further study in the subject area – whether to be undertaken at LSE or elsewhere.

Successful completion of the Graduate Diploma may allow a student to progress onto a related postgraduate degree.

**Graduate employment routes**

Graduates of the programmes will have a sound basis for careers in a wide range of areas from major corporations to small businesses, government organisations, the voluntary sector, international organisations and the media.
Careers advice and resources

The University of London’s Careers Service can provide confidential advice and guidance appropriate to the diverse needs of students and graduates, at any stage of their career. Advisers can assist on an individual basis (including help with career planning, CV writing and interview technique), through face-to-face, Skype or phone appointments, or through a 30 minute e-Advice service. Students may also make use of the dedicated careers library.

For further information, please see www.thecareersgroup.co.uk/develop-talent

The Alumni Network

Upon completion of studies, International Programmes’ students automatically become members of its Alumni Network, a diverse community of over 100,000 alumni in more than 180 countries. The Alumni Network can provide past students with lifelong links to the University of London and each other. Benefits include social and networking events, access to local groups, a bi-annual magazine, social networking groups, and the opportunity to become an Alumni Ambassador for the University of London.

For further information, please see www.londoninternational.ac.uk/alumni, www.facebook.com/londonualumni and http://linkd.in/alumniassociation