Programme Specification

1	**Awarding body**	University of London					
2	**Teaching Institution**	**Birkbeck College**					
3	**Programme Title(s)**	**Cert HE Arts Management**					
4	**Programme Code(s)**	APLMN-H					
5	**UCAS code**	N/A					
6	**Home Department**	Film, Media and Cultural Studies					
7	**Exit Award(s)**	N/A					
8	**Duration of Study** (number of years)	2-3 Years					
9	**Mode of Study**	FT		PT		X	DL
10	**Level of Award (FHEQ)**	4					
11	**Other teaching depts or institution**	N/A					
12	**Professional, Statutory Regulatory Body(PSRB) details**	N/A					
13	**QAA Benchmark Group**	N/A					

14	**Programme Rationale & Aims**

The rationale of this programme is to provide a unique balance of practice and theory through varied teaching delivery including site visits and guest speakers. Teaching is conducted by both full-time members of staff but also include arts practitioners and specialists in the field to create links and connections between theory and practice.

The aims of this programme are:

- To provide a flexible, modular, part-time programme for students working within Arts Management or other arts or cultural based organisations who wish to progress their careers, or for those wishing to work in those areas in a management capacity.

- To enable students to gain a critical understanding of factors such as class, racism, ethnicity, gender, age, disability and sexuality and how they relate to all aspects of arts management, policy, planning and practice.

- To offer students the opportunity to evaluate, extend of acquire experience through work experience or placements.

- To provide a positive and creative learning environment and the opportunity for students to follow up individual interests within the programme.

- To offer a programme integrating arts administration, policy and management units with those specifically designed for arts practitioners which challenges the divide between management and practice

- To enable students to develop their oral, communication, study, technical, performance and written skills.

15	**Entry Criteria**
	Students must:
	- Be able to read and write English - Be willing to participate in assessment; and, - Have experience in one of the arts sectors either in a paid or voluntary capacity

16	**Learning Outcomes**
	On successful completion of this programme a student will be expected to have:
	1. A sound basis for progression and accreditation in higher education, professional training or employment
	2. Developed skills, knowledge and understanding of specific sectors in arts management and practice
	3. Developed further knowledge and confidence in communication, study and work related skills
	4. Enhanced personal development in specific areas of arts and media studies and training
	5. Developed skills and competencies through student-centred learning
	6. Developed critical awareness and understanding of the perspectives of class, race, ethnicity, gender, sexuality, disability and age in relation to policies, practices and personal development in the arts sector/s.

17	**Learning, teaching and assessment methods**
	This programme is structured around lectures, discussions, practical exercises, guest lectures, student presentations and site visits.
	Assessment for the modules are conducted through a formative and summative assignments that include but are not limited to written coursework in the forms of essays and critical reports and group and individual presentations.

18	**Programme Description**
	To successfully complete the Arts Management (Certificate of Higher Education) students must successfully complete four level 4 modules worth a total of 120 credit points.
	The Level 4 modules can taken from a list of approved options – an indicative list is given below:
	Introduction to Public Relations and Marketing
	The Politics of Culture
	Creative Organisations
	Visual Art: Histories, Networks and Organisations
	Introduction to Journalism Practice
	Working with the Film Camera

19	Programme Structure			

Part-Time programme

Year 1

Level	Module Code	Module Title	Credits	Status*
4		Option Module	30	Option
4		Option Module	30	Option

Year 2

Level	Module Code	Module Title	Credits	Status*
4		Option Module	30	Option
4		Option Module	30	Option

Indicative Optional Modules

Level	Module Code	Module Title	Credits	Status*
4	FFME031S4	Introduction to Public Relations and Marketing	30	Option
4	ARMC157S4	The Politics of Culture	30	Option
4	ARMC120S4	Visual Art: Histories, Networks and Organisations	30	Option
4	ARMC119S4	Creative Organisations	30	Option
4	FFME027S4	Introduction to Journalism Practice	30	Option
4	ARMC240S4	Working with the Film Camera	30	Option

Status*

CORE – Module must be taken and passed by student; COMPULSORY – Module must be taken, mark can be reviewed at sub-exam board; OPTIONAL – Student can choose to take this module

20	Regulations

- **Admissions**
  This programme adheres to the College Admissions Policy:
  http://www.bbk.ac.uk/registry/policies/documents/admissions-policy.pdf

- **Credit Transfer**
  Accredited Prior Learning will be considered in line with the College Policy on Accredited Prior Learning
  http://www.bbk.ac.uk/registry/policies/documents/accreditation-prior-learning.pdf

- **Programme Regulations**
  This programme adheres to the College Common Awards Scheme
  http://www.bbk.ac.uk/registry/policies/regulations

- **Programme Specific Regulations (or not applicable)** N/A

21	Student Attendance Framework – in brief

The full version of the 'Student Attendance Framework' is available
http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf .

Principle

Consistent and regular student attendance in class (or equivalent) promotes and affords student success. Inconsistent and irregular attendance is less likely to result in student success and is consistent with lower marks and degree classifications being achieved and awarded.

Attendance expectation

Birkbeck, University of London expects you to consistently attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, inductions and demonstrations.

E-Registers

All Birkbeck students are issued with student cards. Students are expected to take them to classes and to assessment venues and to present them to a member of staff if requested. This is for the purpose of identifying Birkbeck students.

21	**Student Support and Guidance**
	All Birkbeck students have access to a range of student support services, details can be found on our website here: http://www.bbk.ac.uk/mybirkbeck/services/facilities

22	**Methods of Enhancing Quality and Standards**
	The College has rigorous procedures in place for the monitoring and enhancing its educational provision. This includes regular monitoring of programmes drawing on feedback from various sources including external examiner's reports, student feedback, student achievement and progression data. In addition, departments are reviewed every four to five years through the internal review process that includes external input.
	For more information please see the Academic Standards and Quality website http://www.bbk.ac.uk/registry/about-us/operations-and-quality .

23	**Programme Director**	Tim Markham
24	**Start Date** *(term/year)*	Autumn Term 2008
25	**Date approved by TQEC**	Autumn Term 2008
26	**Date approved by Academic Board**	Autumn Term 2008
27	**Date(s) updated/amended**	29 October 2020