

**University of the West of Scotland**  
**Undergraduate Programme Specification**

**Session: 2024/25****Last Modified:** [add date]**Status:** Published [click here to add detail]

1	<b>Named Award Title:</b>	Graduate Certificate: Advanced Academic Practice	
2	<b>Award Title for Each Award:</b> <sup>1</sup>	Graduate Certificate: Advanced Academic Practice	
3	<b>Date of Validation / Approval:</b>	29 February 2024	
4	<b>Details of Cohorts Applies to:</b>	First intake: Term 3, 2023/24	
5	<b>Awarding Institution/Body:</b>	<b>University of the West of Scotland</b>	
6	<b>Teaching Institution(s):</b> <sup>2</sup>	<b>University of the West of Scotland</b> and The Education Group	
7	<b>Language of Instruction &amp; Examination:</b>	English	
8	<b>Award Accredited By:</b>	UWS	
9a	<b>Maximum Period of Registration:</b>	<a href="https://www.uws.ac.uk">Authorised Interruption Guidance notes (uws.ac.uk)</a>	
9b	<b>Duration of Study:</b>	Full Time – 1 Trimester	
10	<b>Mode of Study:</b>	Full Time	
11	<b>Campus:</b>	London	
12	<b>School:</b>	<b>Education and Social Sciences</b>	
13	<b>Programme Board:</b>	Education	
14	<b>Programme Leader:</b>	Dr Fernando León Solís	

**15. Admission Criteria**

Candidates must be able to satisfy the general admission requirements of the University of the West of Scotland as specified in Chapter 2 of the University Regulatory Framework together with the following programme requirements:

<sup>1</sup> Include main award and all exit awards e.g. BA / BSc / BEng / DipHE / CertHE

<sup>2</sup> University of the West of Scotland and include any collaborative partner institutions involved in delivery.

**SQA National Qualifications:**N/A  

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**or GCE**N/A  

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**or SQA National Qualifications/Edexcel Foundation**N/A[click here to add detail]  

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**Other Required Qualifications/Experience**

This programme has been created for an international student market. All applicants will already hold an unconditional offer to undertake postgraduate study at UWS London campus. This programme, however, is not a pre-requisite for postgraduate study but, rather, a standalone, voluntary and 'formative' course.

All applicants will be over 21 and have the following qualifications:

- An acceptable 3-year bachelor's degree or equivalent
- An acceptable Level 9 equivalent with 2 years relevant work experience ([as per UWS APEL/RPL handbook](#))
- year or 2-year diploma (Dazhaun) from China with 2 years relevant work experience
- Mature candidates with relevant work experience can also be considered. If the candidate is found suitable, they then can be recommended for the Graduate Certificate: Advanced Academic Practice programme. Applicants may be required to submit a claim as part of the application process. Detailed information on the University's APEL arrangements and procedures is available in the [University's RPL guidelines](#).

When English is not the first language, applicants must normally be able to satisfy competence in English with an overall IELTS comparable score of 6.0 or above (with a minimum of 5.5 in each component), in so doing meeting the requirements of regulatory framework section 2.12.

<b>Further desirable skills pre-application (i.e. to satisfy additional PSRB requirements or other)</b>	
N/A	
16	<p><b>General Overview</b></p> <p>Taking cognizance of the diversity of backgrounds of the student population at UWS, the <b>Graduate Certificate: Advanced Academic Practice</b> is designed to prepare students for success on UWS London campus postgraduate taught programmes. The Graduate Certificate is undertaken full-time over one 15-week academic term and prepares students for Masters study by developing their academic skills, their use of English for academic purposes, their research and analysis skills, and their appreciation of the academic context of their intended course of study. This is a standalone programme and all applicants will already hold an unconditional offer to undertake postgraduate study at UWS London campus. It is worth emphasizing that this programme is not a pre-requisite but, rather, a ‘formative’ course aimed at preparing students for postgraduate study at UWS London campus. Students will be informed of the standalone, non pre-requisite, formative nature of this Graduate Certificate at the point of application for their Masters course.</p> <p>A key component of this Graduate Certificate is that it will provide a bridge onto a range of disciplines within the UWS London campus, allowing students to move into their preferred subject area. The programme is designed to ensure that students acquire a range of generic and transferable skills applicable to a broad range of master's programmes, while there is also an element of contextualisation towards the student’s intended course of study.</p> <p>Students will be supported across the term to develop agency and extend their capacities as independent and autonomous learners.</p> <p>The award is an SCQF Level 10 Graduate Certificate, comprising 60 credits. The programme consists of the following three 20-credit modules:</p> <p><b>English for Academic Purposes (SCQF Level 9)</b></p> <p>This module enables students with post-intermediate English to develop their skills in using the language in academic contexts. Students undertake an individual small-scale project through which they design a project of their choice, search for and evaluate documentary sources, critically analyse and interpret source materials, and develop evidence-based and balanced conclusions on the basis of prior analysis. In the process, students work on specific language areas including grammar, lexis, and style, as well as effective written and spoken communication.</p> <p><b>Cultural &amp; Contemporary Issues (SCQF Level 10)</b></p> <p>This module enables students to extend and deepen their appreciation of the key contemporary issues in the subject that they will be progressing onto at</p>

	<p>postgraduate level. Collaborative learning is central to this module and students will work in groups to deepen their subject knowledge and complete assessment tasks.</p> <p><b>Research Skills</b> (SCQF Level 10)</p> <p>This module will ensure students are equipped with the skills required to design and conduct research. Taught areas will include introduction to research methods, qualitative and quantitative research, research ethics, and commonly used research tools. A key element of this module is the communication of research findings through presentation skills.</p>
<b>17</b>	<p><b>Graduate Attributes, Employability &amp; Personal Development Planning</b></p> <p>Students will develop their <b>UNIVERSAL</b> graduate attributes on this programme as follows. Each module will:</p> <ul style="list-style-type: none"> <li>• provide students with opportunities to deepen their critical, inquiring and analytical skills.</li> <li>• provide students with opportunities to deepen their collaborative, research-minded and ethically-minded capacities.</li> <li>• provide students with opportunities to become more emotionally intelligent, culturally aware and socially responsible.</li> </ul> <p>Students will develop their <b>WORK-READY</b> graduate attributes as follows. Each module will:</p> <ul style="list-style-type: none"> <li>• provide students with opportunities to develop as effective communicators, potential leaders and knowledgeable citizens.</li> <li>• provide students with opportunities to extend their digitally literacy, enterprise skills, and problem-solving skills.</li> <li>• provide students with opportunities to demonstrate ambition, influence, and motivation.</li> </ul> <p>Students will develop their <b>SUCCESSFUL</b> graduate attributes as follows. Each module will:</p> <ul style="list-style-type: none"> <li>• provide students with opportunities to demonstrate that they are autonomous, resilient, and driven.</li> <li>• provide students with opportunities to develop their innovative, creative, and imaginative capacities.</li> </ul> <p>provide students with opportunities to be incisive, daring, and transformational.</p>
<b>18</b>	<p><b>Work Based Learning/Placement Details</b></p> <p>There are no placements or work-based learning activities associated with this programme – but students will develop academic and research skills that will equip them for postgraduate study success, and they will develop their appreciation of the real world issues and challenges in their intended subject area.</p>

<b>19</b>	<b>Attendance and Engagement</b>
	<p>In line with the <a href="#">Student Attendance and Engagement Procedure</a>, Students are defined as academically engaged if they are regularly engaged with timetabled teaching sessions, course-related learning resources including those in the Library and on the VLE, and complete assessments and submit these on time.</p> <p>For the purposes of this programme, academic engagement equates to the following:</p> <p>Students are expected to attend all scheduled classes and engage fully with classwork, homework and guided independent learning.</p>
<b>20</b>	<b>Equality and Diversity</b>
	<p>The University's Equality, Diversity and Human Rights Procedure can be accessed at the following link: <a href="#">UWS Equality, Diversity and Human Rights Code</a>.</p> <p>Please detail any specific arrangements for this programme. This should be considered and not just refer the reader to the UWS Equality and Diversity policy.</p> <p>[click here to add specific arrangements for this programme]</p>

Programme structures and requirements, SCQF level, term, module name and code, credits and awards ( [Chapter 1, Regulatory Framework](#) )

<b>21</b>	<b>Learning Outcomes (Maximum of 5 per heading)</b>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #4f81bd; color: white; text-align: center;">Knowledge and Understanding</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; background-color: #d9e1f2;"><b>A1</b></td> <td>Demonstrate critical knowledge and understanding of key contemporary issues in a specific field of study</td> </tr> <tr> <td style="text-align: center; background-color: #d9e1f2;"><b>A2</b></td> <td>Demonstrate critical understanding of research design and methodologies, and research ethics</td> </tr> <tr> <td style="text-align: center; background-color: #d9e1f2;"><b>A3</b></td> <td>Demonstrate a sophisticated appreciation of the conventions and expectations around Honours and postgraduate level academic practice in the UK</td> </tr> <tr> <th colspan="2" style="background-color: #f4b084; text-align: center;">Practice - Applied Knowledge and Understanding</th> </tr> <tr> <td style="text-align: center; background-color: #f4b084;"><b>B1</b></td> <td>Apply advanced research methods and techniques ethically and with sophistication</td> </tr> </tbody> </table>	Knowledge and Understanding		<b>A1</b>	Demonstrate critical knowledge and understanding of key contemporary issues in a specific field of study	<b>A2</b>	Demonstrate critical understanding of research design and methodologies, and research ethics	<b>A3</b>	Demonstrate a sophisticated appreciation of the conventions and expectations around Honours and postgraduate level academic practice in the UK	Practice - Applied Knowledge and Understanding		<b>B1</b>	Apply advanced research methods and techniques ethically and with sophistication
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<b>B2</b>	Apply theoretical models and perspectives to make sense of complex and contested issues
<b>B3</b>	Apply post-intermediate English skills in UK academic contexts
<b>B4</b>	Apply appropriate academic conventions and approaches to meet expectations of UK academic practice
<b>Generic Cognitive Skills - Problem Solving, Analysis, Evaluation</b>	
<b>C1</b>	Demonstrate evaluative and analytical skills, underpinned by critical thinking, in a range of scholarly contexts
<b>C2</b>	Synthesise and integrate knowledge
<b>C3</b>	Demonstrate a sophisticated capacity to define and solve intellectual problems
<b>Communication, ICT and Numeracy Skills</b>	
<b>D1</b>	Demonstrate advanced academic literacy by confidently and accurately meeting expectations around academic writing, academic integrity and academic practice more broadly
<b>D2</b>	Demonstrate fluency and clarity when communicating orally (at the upper bound of CEFR B2)
<b>D3</b>	Present academic findings in a range of suitable formats
<b>D4</b>	Demonstrate an appreciation of audience expectations when sharing academic findings
<b>D5</b>	Effectively use English in academic contexts
<b>Autonomy, Accountability and Working With Others</b>	
<b>E1</b>	Practice autonomously and with self-direction
<b>E2</b>	Demonstrate professionalism in peer working and collaborative contexts
<b>E3</b>	Demonstrate a commitment to ethical academic practice and academic integrity

**Learning Outcomes - Level 10 Optional Modules**

SCQF Level	Module Code	Module Name	Credit	Term			Footnotes
				1	2	3	
10	-	Cultural & Contemporary Issues	20				New
10	-	Research Skills	20				New
9	ENGL 09005	English for Academic Purposes	20				Existing module

22d	Level 10 Criteria for Award
	<p>This is an exit award only. Students are eligible for the Graduate Certificate: Advanced Academic Practice upon successful completion of all three core modules.</p> <p>The award is not intended to act as a progression requirement for Master's study, so students will normally be able to commence their postgraduate taught programme even if they fail to achieve the Graduate Certificate.</p> <p>Should students fail to complete the Graduate Certificate, they may be able to import the credits they have achieved into another programme of study via the Recognition of Prior Learning policies of different institutions. It is also possible that Level 10 credits could be imported into other undergraduate programmes, depending on context.</p>

23	Regulations of Assessment
	<p>Candidates will be bound by the general assessment regulations of the University as specified in the <a href="#">University Regulatory Framework</a> .</p> <p>An overview of the assessment details is provided in the Student Handbook and the assessment criteria for each module is provided in the module descriptor which forms part of the module pack issued to students. For further details on assessment please refer to Chapter 3 of the Regulatory Framework.</p> <p>To qualify for an award of the University, students must complete all the programme requirements and must meet the credit minima detailed in Chapter 1 of the Regulatory Framework.</p> <p>Should students fail to complete the Graduate Certificate, they will be entitled to resit any failed components in accordance with University regulations -</p>

<https://www.uws.ac.uk/media/6564/assessment-handbook-2023-24.pdf> (please see section 7). Students will be provided with support in preparing for their re-assessments by the programme team, bearing in mind that preparation for and completion of resits might take place while their postgraduate study is already under way.

**24****Combined Studies**

Considering the nature of the programme and the limited number of credits on offer, there is no scope for a Combined Studies award.



**Change/Version Control****Changes made to the programme since it was last published:**

<b>What</b>	<b>When</b>	<b>Who</b>
<u>Updated Links:</u> <ul style="list-style-type: none"> <li>• Academic Engagement Procedure</li> <li>• Equality and Diversity</li> <li>• University Regulatory Framework</li> <li>• Removed invalid links</li> </ul>	19/10/2023	C Winter
Guidance Note 2023-24 provided	12/12/23	D Taylor
General housekeeping to text across sections and addition of links and some specific guidance.  Addition of Duration of Study and some other text – for CMA.	12/12/23	D Taylor

**Version Number: UG 1 (2023-24)**