



**PLYMOUTH
COLLEGE
of ART**



**The Open
University**

*Masters:
Jewellery
Ceramics
Glass*

PROGRAMME HANDBOOK

2018-2019

NB: This handbook is for general guidance only. Content may be subject to change.

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1 Programme Details

INSTITUTION:	Plymouth College of Art
VALIDATING INSTITUTION:	Open University
PROGRAMME LEADER:	Kim Charnley
PROGRAMME AWARD:	<ul style="list-style-type: none">• MA Jewellery / Glass / Ceramics• PG Dip Jewellery / Glass / Ceramics• PG Cert Jewellery / Glass / Ceramics
PROGRAMME TITLE:	<ul style="list-style-type: none">• MA Jewellery / Glass / Ceramics
FUNDING BODY:	HEFCE
RELEVANT QAA BENCHMARK(S):	Business and Management
DATE OF VALIDATION:	March 2017
PROGRAMME START:	September 2017
DURATION:	1 year full-time, 2 years part-time
CREDIT VALUE:	PG Cert: 60 credits PG Dip: 120 credits MA: 180 credits
EXTERNAL EXAMINER:	Lharné Shaw BA (Hons) Decorative Arts Course Leader Nottingham Trent University

2 Programme Leader Welcome

Welcome to Plymouth College of Art, we are delighted that you have chosen to study with us. We are sure you will enjoy your time with us and get a great deal from your study programme and from living in Plymouth.

The College, one of only four specialist colleges nationally providing FE and HE in art and design, was established over 150 years ago. We offer high quality higher education programmes (HE), as well as further education and creative industries activities.

This Programme Handbook will provide you with information and guidance about the College and your study programme.

3 The Open University

Your programme has been developed and will be delivered by Plymouth College of Art. The programme was validated (i.e. formally and independently accredited in terms of quality and standards) by the Open University. The Open University (OU) is a very well established higher education provider who, over recent years, has developed validation links with a number of creative arts institutions nationally and internationally. As well as programme specific information from the College, you will also be provided with a Student Guide from the Open University. This Guide will introduce you to the OU and explain what being registered on a programme validated by the OU means to you.

4 Introduction to the programme

The MA Glass, MA Ceramics and MA Jewellery programmes form a connected group of materials-based specialist MA programmes at Plymouth College of Art. These programmes have been designed to achieve PCA's ambition to be at the forefront of preparing graduates to address the challenges and opportunities offered at the advent of the 'fourth industrial revolution'. We believe strongly that Art and Design education needs to be aware of the role it will need to play in the design and delivery of courses that are progressive, responsive and relevant to a rapidly changing technological and social landscape. These three material-based disciplines complement the College's offer of design MAs, initiating dialogues and leading social change through engagement with craft.

Further information on the programme aims and objectives can be found in the Programme Specification.

5 Programme Structure

The programme is delivered full-time over one year or part-time over two years for the full Masters.

Full-Time	Year 1/level 7		
	Teaching block 1	Teaching block 2	Teaching block 3
	101 - 60 Credits	201 - 60 Credits	301 - 60 Credits
Part-time year 1	Year 1/level 7		
	Teaching block 1	Teaching block 2	Teaching block 3
	101 - 60 Credits		201 - 60 Credits
Part-time year 2	Year 2/level 7		
	Teaching block 1	Teaching block 2	Teaching block 3
	201 - 60 Credits	301 - 60 Credits	

6 The Team

Staff	Principle Responsibilities	Contact details
Kim Charnley	Head of Postgraduate School	kcharnley@pca.ac.uk
Gayle Matthias	Glass Specialist/Programme Leader	gmatthias@pca.ac.uk
Kim Bagley	Ceramic Specialist/Pathway Leader	kbagley@pca.ac.uk
Jason Marks	Digital Specialist/Pathway Leader	jmarks@pca.ac.uk
Rachel Darbourne	Jewellery Specialist/Pathway Leader	rdarbourne@pca.ac.uk

7 Assessment

The College is committed to ensuring that all students have the opportunity to attain the highest possible levels of achievement in all elements and modules of programmes. This Handbook provides an overview of what you are required to undertake in order to complete the modules and achieve the relevant award. You should also refer to the grading matrix contained in this handbook and the full College Academic Regulations which are available on the Student Portal.

7.1 How your work is assessed

The programme of study is divided into modules and each module will have a final (summative) assessment. This may be one assessment at the end of the module, or made up of several smaller assessments which take place during and at the end of the module.

Each module assignment brief will clearly refer to the learning outcomes required and the tasks required to achieve these. The brief should be read in conjunction with the indicative grading matrix to help you maximise your work potential for an appropriate result.

The internal assessors for the module and external examiner will be looking for evidence that your work meets all the learning outcomes (in terms of the appropriate knowledge and skills, cognitive and intellectual skills, transferable skills and attributes and practical skills as indicated on the module).

Your work is allocated an indicative grade based the Grading Matrix. The College has in place an 'internal moderation' process where samples of assessed work are independently checked to ensure standards. Additionally, all modules will be subject to moderation by external examiners.

You should normally be made aware of your indicative grades within three working weeks of the submission date (this is extended for Contextual Studies modules). Under certain circumstances these grades may be subject to change by the External Examiner or the Assessment Board. You will receive your final transcript of grades and your award classification after the College Award Assessment Board has ratified the results.

7.2 Deadlines and Extenuating Circumstances

You will be set deadlines for hand in of work for assessment - if you have not finished the work for a module, it is important to submit the work you have undertaken to date. Coursework handed in after the deadline date and time will be dealt with according to the Academic Regulations for the programme. Extensions to deadlines cannot be granted by programme staff. If you miss a deadline or believe that you will miss a deadline due to exceptional circumstances you should submit an extenuating circumstances claim in accordance with the College regulations.

There may be times when, for personal reasons that are beyond your control, you may be unable to hand in on time or to your usual quality. If this is the case you must let your tutor know as soon as possible. If you wish to have extenuating circumstances considered should submit an Extenuating Circumstances form (available on the Portal). The form should be completed, corroborating evidence attached, and you should obtain the signature of your Programme Leader. Once the form has been signed the Programme Leader must pass the form to the Deputy Registrar for processing.

Straightforward claims will be considered within 10 working days of submission by the Deputy Registrar (HE) in negotiation with the relevant Head of School. Students will be advised of the decision regarding their claim within 15 working days of submission by email.

Complex claims will be considered by the EC Screening Committee. All decisions will be reported to the Module Assessment Board. Providing that the claim for extenuating circumstances is agreed, you will not be penalised for late submission.

If your 'extenuating circumstances' claim has been agreed you will be given a date for (re)submission of module work and if submitted on time the work will be graded, as if for the first time.

Further information on College Academic Regulations can be found on the Student Portal.

7.3 Award Requirements

To be eligible for a Postgraduate Certificate (PGCert) award you must achieve 60 credits at level 7, which means you must pass each module with at least 50% awarded for summative assessment. You will be awarded a Postgraduate Certificate with Merit provided that you

have achieved an aggregate mark of 60% or above across all modules. You will be awarded a Postgraduate Certificate with Distinction provided that you have achieved an aggregate mark of 70% or above across all modules.

To be eligible for a Postgraduate Diploma (PGDip) award you must achieve 120 credits at level 7, which means you must pass each module with at least 50% awarded for summative assessment. You will be awarded a Postgraduate Diploma with Merit provided that you have achieved an aggregate mark of 60% or above across all modules. You will be awarded a Postgraduate Diploma with Distinction provided that you have achieved an aggregate mark of 70% or above across all modules.

To be eligible for a Masters (MA) degree award you must achieve 180 credits at level 7, which means you must pass each module with at least 50% awarded for the summative assessment. You will be awarded a Masters degree with Merit provided that you have achieved an aggregate mark of 60% or above across all modules. You will be awarded a Masters degree with distinction provided that you have achieved an aggregate mark of 70% or above across all modules (including the final major project) and the mark for the final major project module is not less than 70%.

Further information on College regulations can be found on the Student Portal.

7.4 Assessment Board

At the end of each Academic year an Assessment Board sits to confirm the results of each student and, providing that sufficient credits have been achieved, recommend that an award is granted or that the student may progress through the levels of the programme.

In the event of failure of a particular module, the Board will confirm in writing a date for resubmission, in order for you to be reconsidered for module assessment at the next appropriate Assessment Board.

Your module results are not confirmed until they have been agreed by the Award Assessment Board.

7.5 Appeals

You have the right to appeal against the decision of the Assessment Board. The College will only consider appeals where you can produce evidence that:

- Assessments were not conducted in accordance with the current Assessment Regulations.
- Some other material irregularity, related to assessment, has occurred.
- The mark(s) and/or result published by the College contains grammatical or other errors of fact.
That there is evidence of prejudice or of bias such that the validity of the result of assessment(s) is called into question.

Your appeal will be considered by the College Appeal Board. You will be provided with a copy of the Open University appeals and complaints procedure, this can only be used once all College procedures have been exhausted.

7.6 Plagiarism & Cheating

Plagiarism is defined as 'to steal or pass off work (the ideas or words of another) as one's own, and if discovered, will result in disciplinary action in line with the College's regulations. Plagiarism can range from the wholesale copying of an essay to cutting and pasting of sections and their rearrangement interspersed with original comment. The following guidelines will assist you:

1. Do not fall into the trap of thinking that if you rewrite something it is not cheating, even if you "put it into your own words" If you do not fully acknowledge the author, artist, sculptor, photographer *or fellow student* it is plagiarism.

2. Copying and pasting text, images or code from any on-line media, including web sites and "Free" reference material without proper acknowledgement is plagiarism.
3. Taking text, images or code from any printed material, be they books, magazines or instruction manuals without proper acknowledgement is plagiarism.
4. Just changing the text, image or layout without proper acknowledgement is plagiarism. You might feel that by changing a few words or altering someone else's design by changing the colours etc is OK. This is still plagiarism.
5. If you intend to use any media (pictures, paintings, graphics, video, sounds, music or layouts) in a presentation or project then you must acknowledge them otherwise it is plagiarism.
6. All material automatically confers copyright on its creator or employer. In general you may use this material in your project work if you or anyone else does **not** profit by it. You should seek permission from the originator and ALWAYS show your source in your bibliography. You must not pass this off as your own work or attempt to profit by it in any way, remember if you intend to put your work onto a website the whole world has access to it - including the originator of work which is not yours.
7. If you are working as part of a team on a project you may include other student's work as part of the material you present for assessment providing you have their agreement, it is an integrated part of the project and is acknowledged.
8. There are many sources that will provide material for your project work for a fee, this is plagiarism. A grey area is the use of "Clip Art", "Stock photographs", "Java Applets" etc which may be purchased legitimately from commercial sources, all use of this must be fully acknowledged.
9. Work done by parents, friends etc must be declared, if you do not this is plagiarism
10. You must not use work that you previously prepared for another module, course or project. You should talk to your tutor to get his or her opinion. By all means use it as a starting point and include it as part of your research material, but remember to acknowledge it in your bibliography.

8 Study Abroad

The Erasmus programme enables higher education students to study in a European partner university for between three and twelve months as part of their degree course.

Eligible students will receive an Erasmus grant that contributes to your extra living costs whilst studying abroad.

Information events are held regularly throughout the year, please keep an eye out for posters and calendar invites via your college email.

POSTGRADUATE AWARDS MARKS CRITERIA – LEVEL 7

These grading criteria have been designed to help in benchmarking grading decisions and to support self and peer evaluation and critique. Each statement should be read in conjunction with the learning outcomes on the module and assignment brief.

The criteria have been designed to fit all modules on your postgraduate programme, and we would expect to see increasingly autonomous, rigorously researched and original outcomes as you progress through the programme.

Grade Banding	Description	% Mark
Distinction	Outstanding work characterised by exceptional quality and originality evoked by the analysis and exposition, and the depth and breadth of knowledge, argument and execution. Work at this level is original and highly professional, worthy of publication and/or exhibition in its own right subject to conventional peer review process.	90%+
	Work of an exceptional quality based on extensive, systematic and independent research. There is a very clear insight, understanding and application of ideas, skills and content, based upon primary and/or independent study. There is a highly developed ability to critique, analyse and synthesise material in visual and written forms, with little need for correction. Skills developed demonstrate an exceptional level of competence and innovation, and the presentation of work is highly refined.	80-89%
	Work of a distinguished quality based on extensive and independent research. There is a clear insight, understanding and application of ideas, skills and content, mainly from independent study. There is a very well developed ability to critique, analyse and synthesise material in visual and written forms. Skills developed mainly through self-directed study demonstrate a very high level of competence and innovation, and the presentation of work is excellent.	70-79%
Merit	Work of an excellent quality based on thorough independent research. There is a clear insight, understanding and application of ideas, skills and content. There is a well-developed ability to critique, analyse and synthesise material in visual and written forms. Skills developed demonstrate a high level of competence and innovation, and the presentation of work is of a very high standard.	68-69%
	Work of a good quality that is based on wide ranging and mainly independent research demonstrating a clear understanding and application of concepts, methodologies, skills and content appropriate to the subject and to its visual and written representation. There are very sound abilities in the sustaining of personal practice, analytical and/or critical thinking and synthesis. There is evidence of innovation obtained through mainly independent insight. The work is well presented.	60-67%
Pass	Work of adequate quality that is based on appropriate research and demonstrates a competent understanding and application of concepts, methodologies, skills and content appropriate to the subject and to its visual and written representation. Personal practice is reasonably sustained and there is a degree of analytical thinking and synthesis. There may be some innovation, but the work tends to be routine. The work is appropriately presented and there are no serious omissions or irrelevancies.	53-59%
	Work represents the presumptive level of achievement and is sufficient for a bare pass, is of adequate quality, with minimum appropriate levels of critical judgement and professional presentation.	50-52%

Fail	Work shows potential but is of a basic, or insufficient quality and quantity, based on limited independent research. The work shows some organisation and presentation skill. Work shows a limited ability to select and apply information and there may be some omissions. Professional practice is inconsistent and responding to tutor direction.	40-49%
	Work of a poor quality and limited amount that does not cover the basic requirements of the Level 7 modules. It is characterised by minimal research, a lack of understanding and application of concepts, skills and methodologies, and limited ability to select relevant material. There is little or no evidence of analysis and synthesis, and a high proportion of omissions and irrelevancies. The work is poorly presented.	30-39%
	Little or no work submitted. Any work submitted is extremely poor quality and does not cover the basic requirements of the Level 7 modules. There is no evidence of research, visual and written skills are poor, and there is no evidence of understanding of concepts and methodologies, or the ability to analyse and synthesise. Presentation is extremely poor.	1-29%

