

Programme Specification: BA Hons Recording Arts



1. Awarding institution	Middlesex University
2. Teaching institution	SAE Institute
3. Programme accredited by	Not applicable
4. Final award	Bachelor of Arts (Honours)
5. Programme	Recording Arts
6. UCAS code (or other relevant coding system)	W610
7. Relevant QAA subject benchmark group(s)	Music and Communication, Media, Film and Cultural Studies.
8. Academic year	2004/2005

9. Reference points
<p>The following sources of information were used in the preparation of this documentation:</p> <ul style="list-style-type: none"> • QAA Framework for Higher Education Qualifications in England, Wales & Northern Ireland, January 2001 • QAA Subject Benchmark Statements for Music, March 2002 • QAA Subject Benchmark Statements for Communication, Media, Film and Cultural Studies, March 2002. • SAE Institute, <i>Degree Courses Handbook</i>, SAE Educational Trust Ltd, 2001.

- Middlesex University Guide and Regulations

10. Aims of the programme

The programme aims to:

- Provide a sequence of learning experiences that prepare students for effective transition into productive and enjoyable careers in their chosen fields.
- Ensure that students are technically proficient with existing technologies and that they are readily adaptable to emerging technologies.
- Provide students with a stimulating environment in which their creativity can find effective expression.
- Instil in students a sense of, and respect for, the interplay between academic excellence and artistic freedom which will form a strong foundation for their professional contributions in their chosen fields.
- Encourage students in their understanding of the dynamics of teamwork so that they can work effectively with other artists and technicians in a variety of settings.
- Equip students with appropriate skills and attitudes regarding business and management relevant to the career characteristics of their chosen fields.

11. Programme outcomes - the programme offers opportunities for students to achieve and demonstrate the following learning outcomes.

A. Knowledge and understanding
On completion of this programme the successful student will have knowledge and understanding of:

- Audio theory and acoustics.
- The recording chain and the functioning of all key equipment found in the audio/music production environment.
- The cultural and historical perspectives affecting music production.
- The structure and functions of the music industry, current issues, policies and attitudes.
- The basic elements of music theory.
- Basic principles of teaching and learning.
- Research methodologies.

Teaching/learning methods
 Students gain knowledge and understanding through:

Lectures and tutorials.
 Self-study.

Assessment
 Students' knowledge and understanding is assessed through:

Written progress tests and examinations.
 Written assignments and essays.
 Contribution to tutorial groups and seminars.

B. Cognitive (thinking) skills
On completion of this programme the successful student will be able to:

- Select appropriate methodologies needed to effect reliable and valid research and undertake self-managed personal research projects.
- Systematically plan recording, production and post-production

Teaching/learning methods
 Students learn cognitive thinking skills through individual and group tutorials, self-study and research, and the presentation of written research proposals and dissertations. These skills are further developed through work placement.

A progressively larger amount of emphasis is

events.

- Employ strategies for making media contacts and distributing promotional material and participate effectively in informed discussions and negotiations relevant to the music production and related industries.
- Critically analyse their own particular skills and abilities.

placed on self-study and own research as students progress through the programme, this culminating in the presentation of a substantial, self-managed, research portfolio in module RA303.

Assessment

Students' cognitive skills are assessed by:

Written assignments and essays.

Formal written examination.

Viva voce examination and self-directed tutorial presentations.

<p>C. Practical skills <i>On completion of this programme the successful student will be able to:</i></p> <ul style="list-style-type: none"> • Aurally analyse and interpret audio programme material and musical performance events. • Configure, maintain and oversee recording sessions in small- and large-scale recording studios and other recording and production environments. • Communicate effectively with others in a teaching / learning situation and apply their technological skills effectively for educational purposes • Successfully manage business matters and projects related to the music recording and production industries. • Undertake valid research. 	<p>Teaching/learning methods Students learn practical skills through</p> <p>Lectures and tutorials. Practical self-study using college resources.</p> <p>Assessment Students' practical skills are assessed:</p> <p>Practical assignment submissions. <i>Viva voce</i> examination. Professional placement portfolio.</p>
<p>D. Transferable/graduate skills <i>On completion of this programme the successful student will be able to:</i></p> <ul style="list-style-type: none"> • Plan and undertake personal career development and produce a professional portfolio of work within their chosen field. • Proceed with and manage advanced learning skills and undertake further original research in their chosen field. • Operate effectively within the dynamics of the workplace environment. • Communicate effectively and undertake 	<p>Teaching/learning methods See all above.</p> <p>Assessment See all above.</p>

<p>discussion and argument at an informed level within their area of expertise.</p> <ul style="list-style-type: none">• Demonstrate a high level of numeracy.• Productively utilise current information technology.	
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12. Programme structures and requirements, levels, modules, credits and awards

12. 1 Overall structure of the programme

- For assessment purposes, the degree is comprised of twelve modules, all of which are compulsory.
- The modules are set out in 3 levels with five at Level 1, four at Level 2 and three at Level 3. The levels are distinguished by degree of complexity and difficulty of the materials and the learning tasks, and by the amount of 'independent' effort and skill required to succeed in them. Progression through the programme is not strictly controlled by these levels and the delivery sequence may vary slightly from one campus to another, reflecting local resources, conditions and interests.
- Normally, students must successfully complete lower level modules in order to proceed to a higher level. Exceptions may be approved by the Programme Co-ordinator in extraordinary circumstances.
- The degree comprises 360 credit points with 120 at each level.
- 180 credit points can be gained by successfully completing the SAE Institute Audio Engineering Diploma.
- At certain branches, the degree can be completed over a period of two calendar years of full-time study.
- During the earlier stages of the degree, emphasis is placed on practical elements and the attendance of formal lectures and tutorials. At level three, the primary focus is on student self-study, research and independent creativity supported by regular one-to-one tutorials.
- All students on this degree programme have access to a range of college practical work environments including computer terminals, audio and multimedia workstations and analogue and digital recording studios.
- The amounts of teaching time and studio time will vary considerably from one unit to another, reflecting the nature of the subject material. Normally, the constant will be approximately 10 hours of student effort per credit point.

12.2 Levels and modules.

This table reflects the modules which make up the BA (Hons), Recording Arts and the levels to which they apply. All are compulsory. The shaded modules are broadly equivalent to the SAE Audio Engineering Diploma and are accepted as such for progression purposes.

Level 1	100	RA101	RA102	RA103	RA104
	Introduction to Computing and Media	Introduction to Studio Studies	Acoustics	Musicianship and Theory Studies	Studio Equipment
	40 cps	20 cps	20 cps	20 cps	20 cps
Level 2	RA201	RA202	RA203	RA204	
	Digital Recording	Advanced Studio Studies	Industry Perspectives, Issues and Research Techniques	Cultural Perspectives	
	30 cps	30 cps	30 cps	30 cps	
Level 3	RA301	RA302	RA303		
	Business and Legal Studies	Advanced Industry Applications	Research Project		
	30 cps	30 cps	60 cps		

13. A curriculum map relating learning outcomes to modules

See Annex 1.

14. Criteria for admission to the programme.

- SAE have broadly adopted the admission criteria outlined by Middlesex University.
- It should be noted that, because of the multinational delivery of the SAE Institute degrees, precise entry requirements may vary from country to country.
- In addition to the requirements stipulated above, prospective students should have a minimum of a GCSE Grade C pass in maths, physics and/or music. In addition, prospective students may be required to attend an interview with the SAE Programme Co-ordinator and complete a suitability questionnaire.
- Students who do not meet the educational criteria may be accepted at the discretion of the Link Directors via the Programme Co-ordinator.
- There are a number of options for applicants wanting to claim credit for prior learning and/or experience.
- Applicants for degree study who have successfully completed the SAE Audio Engineering Diploma may normally carry credit towards the BA (Hons), Recording Arts. Under these circumstances, a maximum of 180 credit points may be allocated towards the degree. In order to qualify for transfer to degree level, applicants should have at least a Second Class pass at diploma level.
- There are various categories of applicants coming from within the SAE system. The circumstances underlying each category will determine the entry conditions and the amount of advanced standing that will be given.
- For applicants who completed the SAE Audio Engineering Diploma prior to 1997 applications should include a comprehensive, detailed portfolio of professional activities and achievements since graduation. If those activities and achievements are of a sufficiently advanced professional level, they may account for major credits being given towards the degree.
- Applicants who were awarded the SAE Audio Engineering Diploma between 1997 and 2001 may have to undertake a designated bridging course to bring their work into correspondence with the first half of the degree course-work.
- Degree applicants currently studying the Audio Engineering Diploma at SAE may enrol immediately for the degree option. Final acceptance onto the degree portion of the programme will depend on the mark achieved for the diploma.
- Applicants who hold a qualification from another accredited institution, or who have formally completed components of another qualification, must submit authorised evidence of those

achievements at the time of application to SAE. This information is reviewed by the Programme Coordinators and Link Directors who determine the amount and kind of additional work which needs to be completed to be awarded the degree.

- Applicants coming directly from the industry, having no formal qualifications, can submit, with their application, a comprehensive portfolio documenting their activities and achievements to date. This information is reviewed by the Programme Coordinators and Link Directors who determine the amount and kind of work additional work which needs to be completed to be awarded the degree.

15. Information about assessment regulations

SAE has adopted, in broad terms, the assessment procedures and regulations detailed by Middlesex University.

Normally, assessment of theoretical work will involve coursework, written tests, examinations and seminar contribution. Practical work will involve progressive assessment, submission of logs, projects, and *viva voce* examination. These will be graded by lecturers and moderated by the Module Leader or Programme Co-ordinator.

All grades/results are considered by an Assessment Board, chaired by the University's Dean of School or nominee. This Board includes a Link Director, Programme Co-ordinator and an External Examiner to ensure fairness and to maintain strong links with industry standards. The report of the Assessment Board is forwarded to the University, and becomes the basis for the awarding of the degrees to those who have successfully completed all aspects of their programme.

16. Indicators of quality

SAE utilises all feedback means at its disposal to monitor and improve upon the quality of its programmes. These include a strong reliance on external examiner's reports, student feedback and the success of graduates in finding employment directly related to their discipline of study.

17. Particular support for learning

It has always been the policy of SAE to provide students with "real world" experience during their studies. This aim is achieved, in part, through the provision of industry-standard equipment for all

students, the extent of which makes SAE unique amongst training providers.

Students on this degree programme have access to a wide range of audio recording and production facilities which mirror what is to be found in professional facilities. These range from small, stand-alone workstations and IT equipment to large, fully integrated analogue and digital recording studios. All practical and studio time is staff supervised. It is hoped that, by giving students access to such "high end" resources during their study, they will be better equipped to enter the industry without the delay normally associated with having to master the complex machinery in use.

18. Methods for evaluating and improving the quality and standards of learning.

SAE relies on a number of sources of information to assess the quality of its programmes on an on-going basis.

Boards of Study

The purpose of the Board of Study (BOS) is to provide a forum for discussion between students and staff involved in all aspects of the programme. Student members are elected by their peers at start of each semester/ academic year.

Each programme holds board of study meeting once per semester. The membership includes:

- Student representatives
- Subject/programme leader
- Academic staff aligned to the delivery of the programme or modules
- Support services representatives

In the context of the BOS, student representatives are responsible for notifying the board of issues which have been brought to their attention by fellow students who are part of the same module or year group.

Minutes are made of the discussion and decisions of each board meeting, and are circulated to members with outcomes. The reports are included with the school annual monitoring report for

consideration by Middlesex University.

External Examiners Reports

External examiners are called upon to ensure fairness with grading and to maintain strong links with industry standards. External examiners' reports are submitted following each meeting of the Assessment Board, the report of which is forwarded to the University and becomes the basis for the awarding of the degrees to those who have successfully completed all aspects of their programme.

Feedback from Students

Feedback from students is encouraged through the use of questionnaires and by means of a Student Representative System (SRS). The questionnaires, completed periodically by the student body, ask for feedback on a range of matters related to students' experience of the programme, the college environment, facilities and resources and members of staff. It can be completed anonymously.

The SRS intended to promote communication between the student body and the college management. It provides a forum for constructive debate and has been devised to gauge student concerns, criticisms and suggestions, with the aim of implementing effective measures to optimise the learning experience for current and future generations of students.

Employment Records

SAE attempts, where possible, to keep track of student employment success. Previous records suggest that there has been an encouraging response, on the part of employers, to our graduates. It is hoped that, with the newly-formed Alumni Association, it will be possible to track, more accurately, the movements of previous students once they have completed their studies with the Institute.

Staff Development

SAE actively encourages a programme of staff development and further education, particularly through its affiliation with the Middlesex University Work-Based Learning unit. Over the years, a number of SAE staff have gained higher degree by these means.

In addition, SAE operates on on-going programme of in-house training for new and existing staff.

Through this system, SAE staff attend lectures and master classes given by colleagues and/or industry professionals. This approach is particularly important in the context of SAE's continuing acquisition of new production resources and equipment.

Where possible, SAE seeks to employ staff who are currently active in the music recording, film and multimedia industries. Our experience has shown that this greatly assists with keeping students as up-to-date as possible with the current trends and developments. It is also clear, from student response to this approach, that it is one favoured by the majority of learners.

19. Placement opportunities, requirements and support.

As part of their degree study, students registered for the BA (Hons), Recording Arts, are required to undertake a period of work placement at a facility whose business is related to music recording and production. This term normally lasts for approximately 100 hours and, during this time, the student's performance is assessed by the employer who reports back to SAE.

20. Future career: how the programme supports graduates' future career development.

SAE maintains an active dialogue with the audio, multimedia and film industries in an attempt to make potential employers aware of our graduates. It is a primary concern that our students find success in their chosen careers.

A large number of employers have approached SAE seeking staff with suitable skills. During study, individual student progress is monitored by staff who will advise in situations where someone with a particular range of skills and expertise is being sought by a prospective employer. Students who meet the correct criteria will be put in touch directly with the individual or company seeking staff. SAE also encourages prospective employers to forward more general job offers and these are posted on the relevant college notice boards. Employment opportunities are also posted on SAE websites.

As of this writing, SAE is in the process of establishing an SAE Alumni association. It is hoped that this network of ex-SAE students will encourage on-going dialogue and also help to develop employment opportunities for our graduates.

21. Other information.

Please note: this specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve if s/he takes full advantage of the learning opportunities that are provided. More detailed information can be found in the Programme Handbook and the University *Guide and Regulations*.

Annex 1: Curriculum map for BA (Hons), Recording Arts

This map shows the learning outcomes of the programme and the modules in which they feature.

	Module	Code	Programme Outcomes																							
			A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	C1	C2	C3	C4	C5	D1	D2	D3	D4	D5	D6		
1	Introduction to Computing and Media	100	X	X										X	X									X		
	Introduction to Studio Studies	RA101	X	X									X	X									X	X		
	Acoustics	RA102	X										X										X			
	Basic Musicianship and Theory Studies	RA103					X				X		X													
	Studio Equipment	RA104	X	X							X				X								X	X		
2	Digital Recording	RA201	X	X						X			X	X		X						X	X			
	Advanced Studio Studies	RA202			X	X			X	X	X			X			X		X		X					
	Industry Perspectives, Issues and Research Techniques	RA203	X	X										X								X	X			
	Cultural Perspectives	RA204			X	X																				
3	Business & Legal Studies	RA301			X	X						X					X						X			
	Advanced Industry Applications	RA302		X		X		X	X		X	X		X	X			X	X	X	X					
	Specialised Research Project	RA303							X	X						X	X	X	X	X						

Annex 2: Programme Learning Outcomes

Knowledge and Understanding		Practical Skills	
A1	Audio Theory; Acoustics	C1	Aural Perception
A2	The Recording Chain; Studio Equipment	C2	Studio Practice
A3	Cultural & Historical Perspectives	C3	Education & Teaching
A4	Business; Industry; Contemporary Issues	C4	Business and Project Management
A5	Basic Musicianship & Theory	C5	Practical Research
A6	Principles of Teaching and Learning		
A7	Research Methods		
Cognitive Skills		Key Skills	
B1	Research Planning	D1	Personal & Career Development
B2	Session & Production Planning	D2	Effective Learning
B3	Business & Financial Planning	D3	Communication
B4	Self-Appraisal	D4	Teamwork
		D5	Numeracy
		D6	Information Technology