



Course Handbook

BA (Hons) Top Up Creative Make Up Design and Practice

2026-27

School of Arts & Media

Hugh Baird College

Please read this Handbook in conjunction with the University's Student Handbook.

All course materials, **including** lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) the university and **MUST** not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Head of School. This applies to the materials in their entirety and to any part of the materials.

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1. Welcome to the Course

Welcome to your University of Lancashire Higher Education (HE) course at the Hugh Baird University Centre. We offer a friendly and supportive learning environment and the tailored support you need to be successful. Class sizes are small and tutors use varied teaching and learning methods to meet your needs. Our staff are also used to working with people of all ages and recognise that your work and life experience are an asset. As a friendly community of staff and students our aim is to give you an excellent educational experience. I hope you will enjoy this year and find your course challenging, stimulating, enjoyable and rewarding.

This Handbook provides a quick guide to what is offered at the college, what we aim to help you to achieve and what we expect of you. It also provides information about support services and regulations that you need to know.

We want you to achieve your academic and personal potential, to develop networks of friends, new interests and life skills. To achieve this, we want you to:

- **Work hard** - we expect you to attend lectures, seminars and workshops, as students with good attendance will achieve the best degrees overall. Plan your workload and think carefully about how to manage your reading and preparation for written assignments and practical work.
- **Enjoy your time at University - studying on an HE course is also about having new experiences, making friends, finding new interests, and learning to create a balance between work and social life. Make sure you find time to take advantage of enrichment activities or sports facilities and get involved with student committees. Look after yourself and make sure you know about student wellbeing resources for information and support.**
- **Make use of the support that is available to you** - I am sure you will have a great year but don't forget that there are many services available if you need them.

I wish you every success during your time at the Hugh Baird University Centre.

Colette Mawdsley

Assistant Principal Higher Skills

1.1 Rationale, aims and learning outcomes of the course

Firstly, a warm welcome from the Course Team. We hope you will enjoy your time with us and achieve your aims.

The course team consists of the academic and technical staff who contribute to your course. The academic staff take responsibility for the delivery of the content of your modules, but

they also have other many roles including research, overseas development, marketing and publicity, etc.

Your course is also supported by a number of facilitators who induct you into the workshops and the use of technical resources, demonstrate craft and technical processes and/or assist individual students with the production of work. They are a team of well-qualified individuals who assist students across a range of courses.

When we created your course, we began by considering a number of things:

- What knowledge and skills you are likely to have at the beginning of your course
- What knowledge and skills will be expected by the employers when you begin your career
- The range of expertise and professional experience of your tutors
- What standards are required for the various awards that we offer (the UK's 'Framework for Higher Education')
- What is generally expected to form a significant part of the curriculum of a course of this title (the UK's 'National Subject Benchmark' statements)

In the above we were informed by our experience, both as educators and practitioners, and by external reference points. Once we considered these key points, we blocked the responses into a number of modules, each with Aims and Learning Outcomes. You can think of Aims and Learning Outcomes as the 'DNA' that ultimately shapes the form and content of your degree. We've reprinted the aims for your course below and throughout the following sections you'll develop a sense of what the learning rationale of your course is; you'll find the overarching learning outcomes for your course in the programme specification.

On successful completion of the course you will be awarded a BA (Hons) in Creative Make Up Design and Practice awarded by the University of Lancashire.

Aims of the Programme
<ul style="list-style-type: none"> • To provide students with a critical understanding of contemporary and future design combining practical developments within the makeup industry
<ul style="list-style-type: none"> • To provide an opportunity to gain wide ranging professional development skills along with knowledge and experience that will equip them for employability within the makeup and design industries.
<ul style="list-style-type: none"> • To develop students' critical awareness ability to produce creative and innovative work of high quality applying current industry conventions.
<ul style="list-style-type: none"> • To facilitate the acquisition of knowledge, understanding and skills in creative thinking and innovation in digital design.
<ul style="list-style-type: none"> • To encourage the acquisition of transferable skills of self-evaluation, independent

research, project management and development.

1.2 Expertise of Staff

All staff who deliver on the course have extensive course related industry and/or educational experience and have qualifications up to MA level in related subjects. The staff regularly complete work experience opportunities within their subject areas, which allows them to keep up to date with current industry trends and standards.

Staff profiles can be accessed on the Hugh Baird University Centre website.

1.3 Administration Details

At the Hugh Baird University Centre, all enquiries should be made to: enquiries@hughbaird.ac.uk or via telephone on 0151 353 4444.

Further information can be found on the website at: www.hughbaird.ac.uk/university-centre

Academic Registry provides a range of services to support the student journey from enrolment to graduation. The Academic Registry is responsible for course administration and supports the University's academic Schools and Faculties. Teams in the Academic Registry provide information and guidance on student records, change of circumstances and academic appeals. Services within Academic Registry operate from **8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays**. Contact information can be found at: https://www.lancashire.ac.uk/students/support/course_admin_service.php.

1.4 Communication

In order to access communication from the University of Lancashire, you are expected to use your University of Lancashire email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

At Hugh Baird University Centre, the course leader will set up a course e-mail account that will allow staff to e-mail all students from the group. Additionally, email is checked daily and students should expect a prompt reply to their query.

Student Zone is a new system set up by the College that can be accessed via the College website for staff and students to share information. The course team will up-load relevant course information that will allow the student easy access for example module resources,

course handbook, Harvard referencing, copyright information, deadline dates and times and project briefs.

During induction week you will be enrolled into the library and shown how to use College email, the library systems and College IT facilities, including Microsoft Teams. You will also be shown how to access your university systems such as MyUCLan.

2. Structure of the Course

2.1 Overall Structure

Full time (one year)

Semester 1	Semester 2
DD3000 Design: Culture and Society 3 20 Credits	IN3103 Industry Context 20 Credits
DT3332 Digital Design Self-initiated Project 40 Credits	DD3992 Final Project 40 Credits

Part time (two years recommended)

Year One

Semester 1	Semester 2
DT3332 Digital Design Self-initiated Project 40 Credits	IN3103 Industry Context 20 Credits

Year Two

Semester 1	Semester 2
DD3000 Design: Culture and Society 3 20 Credits	DD3992 Final Project 40 Credits

The course will be delivered in the Hugh Baird University Centre and the Balliol Centre part of the Campus.

Please note that all modules are mandatory.

2.2 Modules Available

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as double or triple modules with credit allocated up to a maximum of 120 credits per module.

2.3 Course Requirements

All modules are compulsory. For entry requirements see programme specification.

As a student undertaking this course, you are bound by the Code of Conduct as specified by **Hugh Baird College** and subject to the University of Lancashire procedure for the consideration of Fitness to Practise.

2.4 Module Registration Options

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

2.5 Study Time

2.5.1 Weekly timetable

A timetable will be available once you have enrolled onto the programme.

Your timetable is likely to consist of:

Year 1 Level 6 full time:

- Up to 14 hours of taught sessions per week

Year 1 Level 6 part time

- Up to 7 hours of taught sessions per week

Year 2 Level 6 part time

- Up to 7 hours of taught sessions per week

Part time students may be in-filled with full time students.

Additionally, for each year:

- Self-directed study

- Work based learning opportunities
- Enrichment activities, designed to help you meet people from other areas of the College, try out new skills and develop new interests.

2.5.2 Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours.

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at the Hugh Baird University Centre and time spent in private study.

Your modules have been designed for teaching and independent learning to be completed in a set amount of time – each credit studied requires 10 hours of study. So a 20 credit module will require you to commit to 200 learning hours and 40 credit module, 400 learning hours. Full time students study 120 credits so over each year you will study, in total, 1200 hours. The academic calendar identifies 30 study and assessment weeks spread over two semesters of approximately 15 weeks each, so a full time students' learning should average 40 hours per week. If you find that you are regularly exceeding this amount, or regularly finishing your weekly studies in less time, then you should speak to module tutors.

Part-time students study modules in exactly the same way as full-time students, you just study less at any time. If you need advice or guidance about the amount of time you should spend in study, speak to your Course Tutor.

For a 20 credit module, where the taught component is 60 hours, you should spend approximately 140 hours in independent study. Occasionally you may find modules where the contact hours are greater or less than the 60-hour norm. This is because of the nature of the module but you'll find this is compensated for in other modules. However, no matter how the contact hours and independent study hours are split up, no module requires more or less than 10 hours' study per credit and so you should still be spending approximately 40 hours per week in study if you are a full time student (speak to staff if you are not achieving or exceeding this amount).

2.5.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to your module tutor.

No modules or sessions are optional. Please be aware that attendance is closely monitored and may affect decisions taken about you in assessment boards or in the provision of references. There is a 95% attendance target.

Student attendance is recorded electronically and if you are absent for more than 28 days without contact, we reserve the right to inform your grant office or student loan company. If you are unable to attend as a result of illness, accident or serious family problems (or other personal reasons) you must notify your course tutor before the start of class.

Notification of illness or exceptional requests for leave of absence must be made to your Course tutor via email.

If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and if you are absent for four weeks or more, you may be deemed to have withdrawn from the course. If this is the case, then the date of withdrawal will be recorded as the last day of attendance.

3. Approaches to Teaching and Learning

3.1 Learning and Teaching methods

As we created the modules that constitute your course, we considered the following:

Your experience of study must be a holistic one; each module should be fully integrated within the total course of study;

At level 6 students are regarded as highly independent practitioners able to utilise research skills effectively and apply vocational, academic and transferable skills in order to solve complex problems unaided. Teaching and learning approaches during your studies on the programme will reflect this with an emphasis on student input based on both independent and peer work strategies.

3.2 Study Skills

At the Hugh Baird University Centre, study skills will be provided by a variety of staff. The Personal Development Coaches will lead on this and sessions will be arranged for all students. Communication regarding these and any other sessions will be sent out by the Personal Development Coaches.

To access the University of Lancashire's Study Skills - 'Ask Your Librarian'

https://www.lancashire.ac.uk/students/support/study/it_library_trainer.php

You can book a one to one session with a subject Librarian via Starfish. These sessions will help with questions such as

- "My lecturer says I need a wider variety of sources in my references, what do I do?"
- "I need to find research articles, where do I start?"
- "How do I find the Journal of ...?"
- "How do I use RefWorks?"

3.3 Learning Resources

3.3.1 Learning and Information Services (LIS)

For University of Lancashire resources, the best place to start when exploring the Library resources available to you is;

- Your 'Subject Guide' can be found in the [Library Resources](#)
- Your 'My Library' tab in the [Student Portal](#)
- [Library search](#)

- Your module reading list - this can be found in your electronic module space.

The Hugh Baird University Centre has a full range of printing facilities, media studio, editing suite, dedicated HE study areas for independent study and two well stocked Library Learning Centres. Here you will find an extensive range of resources available to support your studies provided by the Hugh Baird University Centre and your partner university. Your course team works closely with the learning resources department to ensure that your primary learning needs are met. In addition, you will have access to journals and the electronic resources at the University of Lancashire. These include e-journals and databases, e-books, images and texts.

For library opening times please visit the Hugh Baird University Centre website.

3.3.2 Electronic Resources

The course MS TEAMS PAGE also houses many resources that are kept up to date by your course team.

3.4 Personal Development Planning

PDP is designed to:

- Enable you to work towards a point you would like to be at on graduation;
- Help you acquire the skills needed for your chosen career;
- Evaluate your strengths and plan to deploy them in a range of situations during study and after graduation.

PDP starts at the beginning of the first year and will vary from course to course, but the aim on all courses is that on graduation you will be well prepared for industry, demonstrating your skills, knowledge and capabilities in a variety of settings.

As a student, it is important that you tie together the modules you are studying concurrently and to trace your progression throughout the three levels of study. One of the purposes of using a journal is to enable you to remember the details of the taught sessions and to reflect on how successful you were in absorbing and applying the content, both then and now, within your working process. But whatever mechanism you prefer it is important that all students should reflect on their progress and identify successful changes to work or learning patterns that will assist you to become a 'better' student.

We aim to train you to take responsibility for your own learning and career development, to be able to evaluate your strengths and weaknesses and conduct a skills audit to develop a critical practice. This covers analysis of your key skills base (use of English, literacy and writing skills, numeracy, communication skills and use of IT) and you will be encouraged to evaluate your strengths and weakness on a continual basis as you progress through different points during the course.

Many of the conversations that you will have with your tutors are intended to cause you to reflect on the work that you have completed; but they also intend you to look forward and build upon this success or perhaps to challenge a working practice that is limiting your

development. Within PDP, you should consider how your learning and working processes should evolve to enable greater creative success and therefore greater personal satisfaction achieved through learning!

3.5 Preparing for your Career

For the University of Lancashire Careers support, you can access what is available at:

<https://www.lancashire.ac.uk/careeredge>

For careers support from the Hugh Baird University Centre, please contact the Personal Development Coaches. Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability learning integrated into it. This is not extra to your degree, but an important part of it, which will help you to show future employers just how valuable your degree is. These "Employability Essentials" take you on a journey of development that will help you to write your own personal story of your time at university:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

It's your future: take charge of it!

4. Student Support

At the Hugh Baird University Centre, the **Health & Wellbeing Officer** offers information and advice to students relating to all aspects of leading a healthy lifestyle both inside and outside College. Information and advice are offered in many areas including:

- Sexual health
- Nutrition
- Stopping smoking
- Healthy living
- Staying safe
- Making a positive contribution
- Personal development
- Financial help
- Enjoying College

You can also access non-academic student support services at the University of Lancashire at: http://www.lancashire.ac.uk/students/study/library/the_i.php

4.1 Additional Student Support

You will be assigned a Tutor who will provide additional academic advice and support during the year. Tutors are academic members of staff whose role is to look after a group

of students across a year group for specific courses, they will be the first point of call for many of the questions that you might have during the year. Your Tutor will be able to help you with personal development, providing guidance and direction to enable you to realise your potential, and can refer you to other University support services if appropriate.

You may also be contacted by a Personal Development Coach, whose role it is to identify students that would benefit from additional support to engage in their studies. The Personal Development Coach will work with you, alongside the Tutor and other members of staff to develop solutions to any difficulties you may be experiencing.

4.2 Students with Disabilities

We make every possible effort to support students with disabilities and have a very strong, dedicated team of professionals who are here to help you.

If you have a specific learning difficulty (SpLD), a long-term health condition or mental health condition, you may be eligible to receive Disabled Support Allowance (DSA). Please go to: <https://www.gov.uk/disabled-students-allowances-dsas/overview> for more information and to apply.

4.3 Students' Union

The Students' Union is here to 'make life better for students' and we aim to do this every day through our wide range of services, activities and opportunities. You can find out more information on our website: <http://www.lancashiresu.co.uk/>

As one of the thousands of students who are not studying on the main University of Lancashire campus in Preston, the Students Union is still your union, please check <http://www.lancashiresu.co.uk/> for full details on what we may be running in your partner institution.

5. Assessment

5.1 Assessment Strategy

Why is assessment relevant to learning?

For assessment to be truly meaningful, you have to perceive its relevancy to your learning. Consequently, we make assessment relevant to your interests, relevant to the industry's standards and relevant to potential future careers.

In previous sections within this document we've tried to give you some insight into how we 'modularised' your learning. The learning process enables you to unpack these and 'use' the contents. We gauge how well you do this by assessment. Assessment forms part of your learning process; it provides feedback information so that you can refine your judgement of your own abilities and progress, and respond accordingly - this is significant in your planning and the self-evaluation that occurs within your PDP activities and your Journals and Logs. Secondly, it provides information that helps us evolve the various modules and, ultimately, the course you are studying.

Each assignment that you undertake commits you to a certain amount of study. To ensure fairness the evidence of this study must be completed by all students to the same deadline. Part of the assessment process is the recognition that meeting deadlines involves realistic planning and setting achievable targets. Thus your tutors will apply deadlines rigorously, as does the University system generally. We recognise that some students achieve better grades for practical work, whilst others are better at theoretical study. Consequently, we will

use a very wide range of assessment methods to ensure that all skills and knowledge are fairly assessed.

To ensure that you have a full and accurate understanding of the purpose and processes of assessment, there will be frequent opportunities to discuss the assessment of each assignment. These discussions will include 'house-keeping' and simple practicalities, as well as making sure you fully understand what you will be expected to do to fulfil the brief. There will also be discussion of more abstract areas, such as 'creativity', 'originality' and 'imagination'. You will have the opportunity to discuss what seemingly subjective assessment criteria such as 'experimentation' actually mean, rather than simply being assessed on them.

There are several desirable attributes within assessment of any course; these are that you:

- Understand the meaning of terms used in assessment;
- Have a clear understanding of exactly how the assessment mechanism works, and the reasons for the arrangements adopted;
- Appreciate that assessment is a means of developing your own critical facilities and self-awareness;
- Know what steps to take to meet assessment criteria and gain maximum benefit from the process;
- Are assessed frequently and that this regular process encourages you to make comparisons between your own judgement and values, and those of others;
- Are aware of the assessment criteria that staff apply to the growing evidence of your learning and that this is clear and open and is discussed freely;
- Partake in the activities of discussion, evaluation and assessment and that you receive feedback that is immediate and frequent, detailed, accurate and fair

What is assessed?

We assess course work – course work is normally a set of creative projects and some essays, set by your tutors to deadlines that are same for all. Course work is marked to an agreed set of criteria and, through moderation, a final mark is achieved.

It is important for you to understand that we don't assess modules; we assess assignments packaged within these modules. By assessing individual assignments, we obtain a mark that indicates how well you did overall on a particular module. At the end of your course, by putting the module marks together we calculate your degree classification. Therefore, the assessment of each assignment contributes to passing your degree.

You must attempt each assessment; even if your work is late or incomplete, we still regard the submission of this as an 'attempt' - it is always better to attempt an assessment that you think you will fail than to submit nothing at all!

The assessment strategy is created out of the information agreed at validation and contained within the module descriptors. Many modules have two or more assignments but it is entirely normal for a module to be only composed of one assignment. In the Module Handbook (occasionally called Module Information Pack), all the assignments for that module are usually included. Read them as soon as you receive it because this will help you understand what we expect of you and how the module will develop; it will also help you to time-manage your workload for the semester or year.

In feedback your tutors will explain what qualities in your work defined the grade you were awarded, and what you could improve on in future assessment that will assist you to improve your grades.

The nature of your course requires that a number of different learning methods be used and assessed. These can be summarised as follows:

Lecture/Seminar Work - The majority of the modules that you study are practical. However, even within practical modules it is still often appropriate to deliver some lectures and seminars. It is normal to assess the knowledge that you have gained from these lectures at various points throughout the year. However, rather than always expecting you to present theoretical learning for assessment in the form of essays, we often prefer you to introduce this knowledge in your practical work or to create seminar presentations, which you may think of as solo or group presentations. To assess the results of lectures and seminars we apply criteria based upon the following:

- Consideration of information and personal views, interpretation and analysis
- Involvement of the use of resources to extend understanding through self-study
- Development of abilities to originate, research and prepare concepts or ideas
- Fluency in communicating creative issues, concepts or ideas

Group Work - It is more appropriate to assess group work in some courses more than others, but where group work is assessed we sub-divide its assessment into 2 different approaches: Firstly, when we assess your understanding of some aspect of theory within group work, we may need to isolate your contribution and measure this contribution to the group's presentation separately from other students. We may use your supporting documentation, discussions, viva voces and workshop sessions to help us to monitor your contribution. Secondly, it is common in practical work to assess your groups' response to a particular task holistically. In these instances, it is not always possible or relevant to isolate each individual's contribution (however we may adjust this grade for one or more individuals if we feel there has been an unequal contribution to the group from certain members). To assess group work we apply criteria based upon the following:

- Your understanding of personal responsibility
- Your ability to integrate and play an active part
- Your participation in complex organisational and creative decision making
- Your management and monitoring of the group's progress
- Your participation in joint presentations of proposals/solutions

In addition to the above, assessment criteria may also include:

- * Active involvement in learning
- * Positive use of resources
- * Relationships with people - working in teams or groups
- * Management of study including self-study

The specifics of the assessment criteria for each assignment will be explained to you prior to starting the assignment, but if you are in any doubt **speak to your module tutor immediately!**

Why do you assess written work in practice-based courses?

To ensure that your course is the equal of all other subjects it is not only essential to test your embedded knowledge through the creation of creative work, but to test your intellectual understanding and higher levels skills of research, reflection and communication. Essays and other written works are the simplest way of testing the skills of:

1. The collection of appropriate knowledge (research) from primary and secondary sources
2. The organisation of this knowledge in a coherent and logical way (structure)
3. The ability of you as the writer to make the material 'alive' and engaging to the reader (communication)
4. The correct use of academic conventions, such as referencing and language and grammar (accuracy)

Please remember that, unless you are told otherwise, we expect **all** written work submitted for assessment to be word-processed, printed on white A4 paper, using a plain font of either 11 or 12 points. Citations and references should be made in Harvard format. Where a specific word count is listed:

- i) Between 'two stated figures', i.e., between 2,000 and 2,500 work, you should not submit work where the word count is outside of these limits
- ii) That is 'a single figure', i.e. 1,500 words, you should submit work that is within 10% of this figure (in the case of 1,500 words you should submit no less than 1,350 and no more than 1,650 words).

The words on the title page, in the bibliography and in appendices are not included in the word count.

How can I be certain that my work has been assessed accurately and fairly?

To ensure standards are maintained our assessment procedures are rigorous and regularly reviewed. For example:

1. All work that accounts for 25% or more of a module will be assessed by at least 2 staff members from your College; all work that receives a fail grade (below 40%) will also be assessed by at least 2 of your College tutors;
2. Samples of work from each module will be further moderated by university staff
3. If, because of the particular nature of your work or because of prior commitment, 2 staff members cannot present at 'ephemeral' assessment (presentations), then we will ask you to record your work on video so that this becomes available to another staff member;
4. Our assessment processes are monitored by academics from other Universities, just as we are asked to 'externally examine' similar courses to yours in other institutions. Your course's External Examiner may view the work you submit for assignments at any time but normally at the end of the academic year; they will certainly discuss your modules with staff and look at a range of samples of the work of students on all modules within your course.

5.2 Notification of Assignments and Examination Arrangements

All assessed work must be submitted according to the Course's assessment plan (issued by your course tutor). Authorisation of the late submissions requires written permission from your university. Extenuating Circumstances may be applied for in cases where factors outside your control will adversely affect your performance on the course. If you are unable to submit work within 10 days of the due submission date (due to verifiable circumstances) you may be able to submit an application in accordance with your university's Extenuating Circumstances procedures.

5.3 Referencing

Your work must be referenced using the Harvard system where specified. Sessions and a presentation from Library Learning Centre staff will be delivered so that you are clear about this system. Further information will be provided on the university website.

You are required to sign a declaration indicating that individual work submitted for an assessment is your own.

5.4 Confidential Material

It is not expected that students will need to access confidential material for this programme. Students have an ethical and legal responsibility to respect confidentiality and maintain the anonymity of individuals and organisations within their assignments. All students will be required to adhere to the Ethics in research Policy, which can be located on the College's MyDay webpage.

5.5 Cheating, plagiarism, collusion or re-presentation

The Hugh Baird University Centre uses an online Assessment Tool called Turnitin. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

5.6 How do I know my assessed work has been marked fairly?

Assessment is an integral part of the course. Module staff work closely together to design assessments, agree the marking criteria and approve final versions of assessments to ensure that these are appropriate. The criteria for assessment will be communicated to you clearly during the module teaching.

All module staff engage in development and training in assessment, marking and feedback. Once the assessments have been completed the module team will discuss the assessment methods and marking criteria, prior to starting to mark, so that there is a common understanding of what is expected of students. All assessed modules have moderation built into the marking process. Moderation involves sampling students' assessed work to make sure that the learning outcomes and agreed marking criteria have been interpreted and applied in the same way. This ensures that you and your fellow students are treated equitably and that the academic standards are applied consistently. During the marking process the module leader will co-ordinate moderation to ensure that at least 10% of assessed work (or a minimum of three pieces) has been reviewed by other markers and any concerns about consistency or accuracy addressed with the whole module team. Your work may or may not be part of this sample, but the processes for developing assessments and marking criteria as well as moderation mean that you can be confident that teaching staff are marking assessments to the same criteria. Module teams may then use feedback from moderation to improve clarity about the nature and purpose of future assessment, or to make changes if required.

Modules are also moderated externally. The module leader will arrange for the external examiner to receive a sample of work for review and comment. External examiners cannot change individual grades but can act as 'critical friends' and confirm that marking standards are in line with other, similar courses in the sector. If, on reviewing the sample, external examiners feel that the marking criteria have not been applied consistently the work of the whole cohort will be reviewed.

6. Classification of Awards

The University of Lancashire publishes the principles underpinning the way in which awards and results are decided in their [Academic Regulations](#). Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

7. Appendices

7.1 Programme Specification(s)

UNIVERSITY OF LANCASHIRE

Programme Specification

This Programme 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 and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

Sources of information on the programme can be found in Section 17

1. Awarding Institution / Body	University of Lancashire
2. Teaching Institution and Location of Delivery	Hugh Baird College
3. University School/Centre	School of Arts & Media
4. External Accreditation	None
5. Title of Final Award	BA (Hons) Creative Make up Design and Practice
6. Modes of Attendance offered	Full time and Part time
7a) UCAS Code	W452
7b) JACS and HECOS Code	W290
8. Relevant Subject Benchmarking Group(s)	QAA Benchmark Statement 'Art and Design' 2017
9. Other external influences	N/A

10. Date of production/revision of this form	16 th January 2018
11. Aims of the Programme	
<ul style="list-style-type: none"> • To provide students with a critical understanding of contemporary and future design combining practical developments within the makeup industry 	
<ul style="list-style-type: none"> • To provide an opportunity to gain wide ranging professional development skills along with knowledge and experience that will equip them for employability within the makeup and design industries. 	
<ul style="list-style-type: none"> • To develop students' critical awareness ability to produce creative and innovative work of high quality applying current industry conventions. 	
<ul style="list-style-type: none"> • To facilitate the acquisition of knowledge, understanding and skills in creative thinking and innovation in digital design. 	
<ul style="list-style-type: none"> • To encourage the acquisition of transferable skills of self-evaluation, independent research, project management and development. 	

8. Learning Outcomes, Teaching, Learning and Assessment Methods
A. Knowledge and Understanding
<p>A1. Apply professional self-critical awareness and personal motivation, defining personal identity and direction using time management and resources effectively.</p> <p>A2. Use an informed approach to carry out extended research, idea generation and realisation skills to self-initiated project briefs demonstrating creative thinking skills.</p> <p>A3. Apply analytical approach to evaluate the impact of external influences on current and future developments in makeup design.</p> <p>A4. Illustrate and record trends with consideration of current industry practices.</p> <p>A5. To enable the students to critically assess their own work in relation to contemporary design environment.</p>
Teaching and Learning Methods
<p>The course is structured to allow students to foster a self-directed approach developing a reflective and critical approach.</p> <p>Tutors and visiting speakers will provide theoretical sessions using a range of teaching methods such as:</p> <ul style="list-style-type: none"> • Introductory lectures • Group critiques • Demonstrations • Workshops • Seminars • Project work • Presentations • Self-directed study • <p>Briefings, group and peer group presentations will allow students to draw upon their strengths improving their independent research and creative skills in order to produce fresh and potentially innovative work that will support progression into industry, self-managed work or further study.</p>
Assessment methods
Coursework, critique and presentations
B. Subject-specific skills
<p>B1. Apply professional standards executing personal identity and direction in design work.</p> <p>B2. Disseminate diagnostic and creative skills analysing research to experiment, select and use complex techniques to produce work.</p>

B3. Integrate creative ideas, problem solving, group working skills and professional outcomes when developing designs, images and Visual evidence.

B4. Identify the factors that influence future design in the makeup industries.

B5. Recognise and evaluate an understanding of independent management, planning, research, development strategies and evaluation of major writing and production projects.

Teaching and Learning Methods

There will be a progression of practical work, building upon level 4 and level 5 and in the top up year of the course learners will be exploring a range of complex techniques and skills, from which they can selectively build their own in-depth practice in the advanced modules provided.

Students will be taught through the use of the following:

- Visiting speakers
- Demonstrations
- Workshops
- Self-directed study
- Seminars
- Project work
- Presentations

There will be an end of year show to an audience that will demonstrate the students' individual strengths through the production of a highly developed body of work.

Assessment methods

Coursework, critique and presentations

C. Thinking Skills

C1. Apply a range of approaches with regards to future makeup design and practice.

C2. Undertake critical reflection of their own practice through work produced, expressing this in written form and spoken presentation and discussions.

C3. Deploy a range of idea generation techniques in order to respond to a brief in a dynamic creative manor.

C4. Critically formulate arguments drawing conclusions in oral and written form.

C5. Critically evaluate their own practice through the work produced.

Teaching and Learning Methods

At level 6 it is expected that students will be able to actively test and explore relevant theoretical ideas in order to inform their creative practice.

Teaching and learning methods include:

- Project based design activity
- Lectures
- Workshops

- Reviews
- Seminars
- Project work
- Formal Presentations
- Self-directed study

Sessions focusing upon how to develop a research methodology along with active research, critical debates, testing and presentation of findings will play an important role in the shaping of thinking skills to be applied to theoretical assignments, such as in the contextual studies module, whilst also informing practical work.

Assessment methods

Assessment will take the form of creative and research journals, presentations, essays, evaluations, sketchbooks and portfolio work.

D. Other skills relevant to employability and personal development

D1. Communicate ideas clearly and fluently according to both current and possible future practices.

D2. Evidence and apply appropriate professional working methods when selecting and testing experimental techniques towards current industry practices.

D3. Apply employability skills through organising and presenting project work that engages with an employment context.

D4. Produce a unique and informed approach to design outcomes.

D5. Implement problem solving skills using own initiative.

D6. Present visually rich analytical design reports.

Teaching and Learning Methods

Teaching and learning methods include:

- Project based design activity
- Lectures
- Workshops
- Reviews
- Seminars
- Project work
- Formal Presentations
- Self-directed study

Assessment methods

Assessment will typically require submission of practical work multimedia design, experimentation leading to a final visual outcome pitches, proposals, presentations, critiques, and supporting documentation and/or evaluation.

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 6	DD3000	Design: Culture and Society 3	20	Bachelor Honours Degree in Creative Make up Design and Practice Requires 120 credits at Level 6
	DT3332	Digital Design Self-initiated Project	40	
	IN3103	Industry Context	20	Bachelor Degree in Creative Make up Design and Practice Requires a minimum of 80 credits at Level 6
	DD3992	Final project	40	
15. Personal Development Planning				
<p>Personal Development Planning is embedded in all of the modules at level 6. There are individual sessions running through the academic year that focus upon PDP and continued into the main body of the course. Deadlines are of prime importance at this level and time management is emphasised in the Digital design and self-initiated project double module and the final project module, where students will be required to work with briefs in a design and makeup setting. This setting also provides students with problem solving skills relative to industry working practices. The industry context and contextual module also demands a focus upon independent research and the selection of appropriate academic sources. Opportunities to reflect and evaluate are given throughout the course through both academic research and reviewing practical projects.</p> <p>A student-centred learning approach is adopted by staff, and students are encouraged to negotiate many aspects of their learning in ways appropriate to their abilities and intentions, seeking out individual goals and intentions for learning or achievement and recording their progress. Students will set up web based activity such as blogging with the aim of developing their philosophies and sharing thoughts with others.</p>				
<p>16. Admissions criteria * (including agreed tariffs for entry with advanced standing) <i>*Correct as at date of approval. For latest information, please consult the University's website.</i></p>				
<p>Applicants will need to evidence the following:</p> <ul style="list-style-type: none"> • Foundation Degree in Makeup <u>OR</u> • Foundation Degree in another art related subject <u>AND</u> • A successful interview 				

UK Applicants:

At the interview they will be required to present a portfolio of work that displays their skills to their best advantage.

European Applicants:

European applicants may not be able to attend an interview in the UK. Once the application has been processed, they should submit an e-portfolio, CD or DVD of their recent work; this will be followed by a telephone interview.

UK and EU Entry:

Equivalent international qualifications will be considered towards meeting the general entry requirements. Additionally, EU students, for whom English is not their first language, will be required to evidence an IELTS score of 6.0 or equivalent.

Equivalences include:

TOEFL written examination score of 550 plus a test of written English (at 4)

TOEFL Computer Equivalent score of 213 and TWE at 4

Proficiency in English (Cambridge) at Grade 4 or above

17. Key sources of information about the programme

- Student Handbook
- www.hughbaird.ac.uk/universitycentre
- University of Lancashire
- Hugh Baird HE Prospectus
- University of Lancashire prospectus
- UCAS listing

18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes																							
				Knowledge and understanding					Subject-specific Skills					Thinking Skills					Other skills relevant to employability and personal development								
				A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	D1	D2	D3	D4	D5	D6			
LEVEL 6	DT3332	Digital Design self-initiated project	Comp	X	X	X	X		X	X	X		X	X		X			X	X	X			X			
	DD3000	Design: Culture and Society 3	Comp	X	X	X	X			X		X	X	X	X	X	X		X		X		X	X			
	DD3992	Final project	Comp	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X		
	IN3103	Industry Context	Comp	X	X	X	X		X		X				X	X			X		X		X				

Note: Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks

19. LEARNING OUTCOMES FOR EXIT AWARDS:

Learning outcomes for the award of BA Creative Makeup Design and Practice

A1. Apply professional self-critical awareness and personal motivation, defining personal identity and direction using time management and resources effectively.

A2. Use an informed approach to carry out extended research, idea generation and realisation skills to self-initiated project briefs demonstrating creative thinking skills.

A3. Apply analytical approach to evaluate the impact of external influences on current and future developments in makeup design.

A4. Illustrate and record trends with consideration of current industry practices.

B1. Apply professional standards executing personal identity and direction in design work.

B2. Disseminate diagnostic and creative skills analysing research to experiment, select and use complex techniques to produce work.

B3. Integrate creative ideas, problem solving, group working skills and professional outcomes when developing designs, images and Visual evidence.

B5. Recognise and evaluate an understanding of independent management, planning, research, development strategies and evaluation of major writing and production projects.

C1. Apply a range of approaches with regards to future makeup design and practice.

C2. Undertake critical reflection of their own practice through work produced, expressing this in written form and spoken presentation and discussions.

C3. Deploy a range of idea generation techniques in order to respond to a brief in a dynamic creative manner.

D1. Communicate ideas clearly and fluently according to both current and possible future practices.

D2. Evidence and apply appropriate professional working methods when selecting and testing experimental techniques towards current industry practices.

D3. Apply employability skills through organising and presenting project work that engages with an employment context.

D5. Implement problem solving skills using own initiative.

D6. Present visually rich analytical design reports.