

Programme Specification 2018-19

Advanced Diploma in Research Theory and Practice in the Arts/Sciences

(Comprising: Advanced Diploma in Research Theory and Practice &
Advanced Diploma in Research in the Arts/Sciences)

Awarding body	University of Cambridge Institute of Continuing Education*
Teaching institution	University of Cambridge Institute of Continuing Education
Accreditation details	None
Name of final award	Advanced Diploma (120 credits) Advanced Diploma (60 credits)
Programme titles	Advanced Diploma in Research Theory and Practice in the Arts/Sciences Advanced Diploma in Research Theory and Practice Advanced Diploma in Research in the Arts/Sciences
UCAS code	N/A
HECoS code(s)	101088 (research and study skills in education)
Relevant QAA benchmark statement(s)	Education Studies and Librarianship, Information, Knowledge, Records and Archives Management.
Qualifications framework level	FHEQ Level 6 part-time
Date specification produced	October 2018

*Cognate Faculty endorsement provided by the Faculty of Education.

The Advanced Diploma in Research Theory and Practice in the Arts/Sciences is part of the Institute of Continuing Education's award-bearing programme at FHEQ level 6, offered to part-time adult students. At present, students can specialise in one of the following subject areas:

- i. Archaeology
- ii. Education Studies
- iii. English Literature
- iv. Film
- v. Global Studies (International Development/International Relations)
- vi. Historic Environment
- vii. History of Art
- viii. Medieval History
- ix. Natural Sciences (predominantly life sciences)
- x. Philosophy and Ethics
- xi. Psychology
- xii. Religious Studies and Theology
- xiii. Social Sciences (predominantly Sociology and Politics)

ICE is a General Board, non-School institution whose purpose can be defined in two complementary ways. It is a conduit both for transmission of the University's knowledge and research on the one hand and for enabling members of the public to access higher education courses, whether for personal interest or professional development, on the other. In these

ways it contributes significantly to the University's public engagement and widening participation commitments.

Educational aims

Advanced Diploma in Research Theory and Practice in the Arts/Sciences worth 120 credits at FHEQ level 6 is made up of 4 Units.

Units 1-3; *Advanced Diploma in Research Theory and Practice (60 credits)*

- To provide students with the knowledge and understanding of how to access and assess the available literature in their chosen discipline; and
- to give students the opportunity to acquire or develop skills and expertise relevant to their research interests; and
- to develop the student's ability to analyse and evaluate different methods for conducting independent and collaborative research.

Unit 4; *Advanced Diploma in Research in the Arts/Sciences (60 credits)*

- To enable students with relevant experience at first-degree level the opportunity to carry out focussed research in their discipline under close supervision; and
- to provide opportunities for potential progression to further study (e.g. a Master's degree) in their chosen discipline*

* Note that successful completion of an Undergraduate Advanced Diploma falls below typical M-level entry requirements for the majority of University of Cambridge Faculties and Departments. Applicants wishing to progress to Cambridge M-level study may wish to seek advice from the Faculties and Departments in question.

Learning outcomes

By the end of Units 1-3 (*Advanced Diploma in Research Theory and Practice*) students should be able to demonstrate the following learning outcomes:

- Have a good understanding of relevant research techniques and their application, and a thorough knowledge of the literature, applicable to their own research;
- Recognise originality in the application of knowledge, together with a practical understanding of how research and enquiry are used to create and interpret knowledge in their field;
- Able to critically evaluate current research and research techniques and methods.

By the end of Unit 4 (*Advanced Diploma in Research in the Arts/Sciences*) students should be able to demonstrate the following learning outcomes:

- Able to plan, design and execute an independent research project of 10,000-12,000 words, making effective and discriminating use of resources;
- Can demonstrate a range of research the methods applicable to the cognate discipline and research topic;
- Demonstrate some self-direction and originality in solving problems, and demonstrate an ability to act autonomously in the planning and implementation of research.

Programme structure

The programme is a part-time Undergraduate Advanced Diploma comprising two 60 credit awards that can be combined into 120 credits at FHEQ level 6. It is undertaken over two years. In the first year, students will be taught a range of general and subject-specific research skills and techniques. In the second year, students will employ these skills in developing an independent research project with the support and guidance of a subject specific supervisor.

Programme Overview

The *Advanced Diploma in Research Theory and Practice in the Arts/Sciences* is made up of two 60 credit awards: a taught *Advanced Diploma in Research Theory and Practice* and an *Advanced Diploma in Research in the Arts/Sciences*. Each award is offered over one academic year, and successful students can combine both awards to obtain the Advanced Diploma in Research Theory and Practice in the Arts/Sciences equivalent to 120 credits at FHEQ level 6.

The first, 60 credit taught award is designed so that students can start to form an identity as a researcher and begin considering how research communities form and function. The initial year of study will also ensure that students develop the research skills necessary to complete the second, 60 credit award. Students will receive a broad research skills training which encompasses their chosen research specialism and prepares them for future, M-level study.

Programme details

The student determines the subject and title of the assignments and independent research project in discussion with their supervisor. Titles must be approved by the Course Director.

Teaching methods

In the first year of study, students undertake three Day Schools per term; totalling nine Day Schools in the first year of study. Day Schools provide both subject specific and generic research skills tuition. Students are formatively and summatively assessed on the basis of how well they apply these research skills in the development of: i) a Systematic Literature/Methodological review; ii) a mini project; and iii) a written report (see also Assessment Methods, below).

In the second year, teaching and learning on the course is delivered through a combination of personal and group supervisions supplemented by communication through the Institute's virtual learning environment. Students are formatively assessed via the submission of a draft of their independent research project. Summative assessment for this part of the course are based entirely on the submission of the independent research project (see also Assessment Methods, below).

Students are expected to attend all supervisions.

Assessment methods

Students are awarded a course mark on the basis of:

Advanced Diploma in Research Theory and Practice (60 credits) (Units 1-3)

1. Successful completion of the following summative assignments:
 - a. A systematic Literature/Methodological review totalling between 1,500-2,000 words;

- b. A mini project totalling between 3,000-4,000 words;
- c. A written presentation report totalling between 1,500-2,000 words;

Advanced Diploma in Research in the Arts/Sciences (60 credits) (Unit 4)

- d. independent research project totalling 10,000-12,000 words;

Students who encounter difficulties affecting their performance in one or more of the above points may submit a claim for mitigating circumstances to be considered at the end of the course.

Progression

Credit awarded by the Institute can be transferred into the degree programmes of some other higher education providers. The amount of credit which can be transferred into degree programmes varies from institution to institution and is always at the discretion of the receiving institution.

The awards may also serve as a progression route to postgraduate study in the cognate discipline.

Graduate employability and career destinations

Students completing this Advanced Diploma programme will have demonstrated high levels of motivation and personal commitment through part-time, independent study. They will have developed a number of valuable transferable skills, including:

Intellectual skills

- Research skills in a specialist discipline;
- Critical analysis and assessment of literature.

Practical skills

- Critical thinking and problem solving;
- Presentation and communication skills;
- Archiving, data selection and research techniques.

Other transferable skills

- Journalistic skills in editing, writing and presenting ideas;
- Pedagogical skills for teachers, such as assessing and evaluating teaching methods and research design;
- Further skills necessary for professionals, such as working independently and collaboratively on short and long term projects.

Management of teaching quality and standards

The teaching quality and standards of the course will be monitored throughout by the appropriate member of academic staff who reports annually to the Subject Moderation Panel, consisting of the internal assessor, internal examiner, moderating external examiner and other Faculty and ICE members. The report of the moderating external examiner is made available to all students on the course via the Institute's virtual learning environment.

Quality indicators

The programme will be measured against quality indicators as identified in QAA/SEEC benchmarks for level 6 study in *Education Studies, Librarianship, Information, Knowledge, Records and Archives Management* and the student's chosen area of research.

Links to further information

Further information for applicants is available on the Institute's website.

Every effort has been made to ensure the accuracy of the information in this programme specification. At the time of publication, the programme specification has been approved by the relevant Faculty Board (or equivalent). Programme specifications are reviewed annually, however, during the course of the academical year any approved changes to the programme will be communicated to enrolled students through email notification or publication in the Reporter. The relevant faculty or department will endeavour to update the programme specification accordingly, and prior to the start of the next academical year.

Further information about specifications and an archive of programme specifications for all awards of the University is available online at: <https://www.camdata.admin.cam.ac.uk/>