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Programme Specification 2024–2025

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Important document – please read



Programme title and qualification

Programme title

Social Sciences

Qualification

Certificate of Higher Education in Social Sciences

Level of the programmes

The Framework for Higher Education Qualifications of UK Degree-Awarding Bodies

(FHEQ) forms part of the UK Quality Code for Higher Education 1m7.04 596.62 Tm0hs4EMC /Span AMCID

Where credits are assigned to each course of a programme, credit indicates the amount of learning carried out in terms of the notional number of study hours needed, and the specified Frameworks for Higher Education Qualifications of UK Degree-awarding Bodies (FHEQ) credit level indicates the depth, complexity and intellectual demand of learning involved. The details below indicate the UK credits and the European Credit Transfer and Accumulation System (ECTS) values.

For the Economics, Management, Finance and the Social Sciences suite of programmes, credits are assigned to the courses as follows:

30 UK credits or 15 ECTS credits for a full course at level 4, or 15 UK credits or 7.5 ECTS credits for a half course at level 4

30 UK credits or 15 ECTS credits for a full course at level 5, or 15 UK credits or 7.5 ECTS credits for a half course at level 5

30 UK credits or 15 ECTS credits for a full course at level 6, or 15 UK credits or 7.5 ECTS credits for a half course at level 6

One UK credit equates to a notional ten hours of study.

Entrance requirements

The entrance requirements below are a minimum level. Recognised teaching centres may set higher entry requirements and other additional requirements that students will need to meet to gain access to the programme at their chosen teaching centre.

All other programmes within the EMFSS suite must be applied for directly through the University of London website.

The full list of EMFSS programmes can be found in our [Programme Regulations](#).

Programme-specific requirements can be found on the *Requirements* tab for each programme.

Applicants for the Certificate of Higher Education in Social Sciences must submit an application directly to their chosen recognised teaching centre.

Entrance Requirements for the Certificate of Higher Education in Social Sciences

Age:

Applicants must normally be 18 years or older before 31 December in the year of initial registration.

Qualifications:

One GCE/A Level and 4 GCSE/O Levels (or equivalent as set out in the [Qualifications for Entrance](#) on the University of London website) including Mathematics

OR

Six GCSE/O Levels (or equivalent) including Mathematics

English language requirements

Please note: full mobile access is not available for all programmes. Proctored assessments will not work on any smartphone, tablet, Chromebook, Linux Operating Systems or other mobile device of any kind.

Students with access requirements

The University of London welcomes applications from disabled students and/or those who

For all registered students, online study materials are provided for each course studied. These include tools to assist a student in the development of the skills of information search, comprehension and analysis and the generation of original and thoughtful assignments. The study materials offer advice on how to use the recommended textbooks which form the focus

Online Library but students may be required to buy certain textbooks themselves.

Advice and practical information such as study techniques, planning, preparation for assessment is available in the section of the Virtual Learning Environment (VLE).

Written examinations form the greater part of the assessment of the programmes. For each course students will be assessed mainly by written examination. Questions are structured to allow students to demonstrate that they have acquired appropriate knowledge and understanding. The way that students manage data, solve problems, evaluate ideas and the organisational skills they use to structure their written answers allows the standard of intellectual and transferable skills to be assessed.

Assessment criteria for the programme take into account the level at which these skills have been achieved.

Assessment methods

All assessments are submitted online via a University of London platform. You must ensure that your device is kept up to date and complies with University Computer Requirements.

Aside from a few exceptions, each full course is examined by one three-hour unseen written assessment and each half course by one two-hour unseen written assessment. The assessment for some courses also includes a Multiple Choice Question (MCQ) element, consisting of ten questions covering the first half of the subject guide. The assessment of some courses also involves the submission of coursework or a project in these cases, details are included as part of the course syllabus.

Examinations take place in May and October each year. All examinations take place on the same dates and at specific times in line with the published timetables.

For students who study at Recognised Teaching Centres, examinations are normally held at established examination centres worldwide. Otherwise, the online examinations will be proctored remotely.

Please refer to the fees schedule for information about fees payable to examination centres and for your examination entry and submission.

Full details of the dates of all assessments are available on the [website](#).

Student support and guidance

[The Virtual Learning Environment \(VLE\)](#): this gives access to materials for each course, including tutorial activities, study support resources and access to the programme of EMFSS webinars.

University of London Careers Service offers tailored careers and employability support to students whatever their course, wherever they are studying, and whether they are starting, developing, or changing their career. Support includes webinars led by careers consultants, employer and alumni panel events and a range of online careers resources.

[Programme Handbook](#): this provides general information about the EMFSS programmes, including an overview of key policies and procedures.

[Student Guide](#): This provides information which is common to all students and gives

The policies, partnerships (where applicable) and quality assurance mechanisms applicable for the programmes are defined in the following key documents: The

Opportunities such as these are advertised through social media and on the website. More information can be found on the [website](#).

Students can also apply to join