



## **Study Abroad Programme**

### **Programme Specification**

**2025-2026**

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## 1. INTRODUCTION

This document describes the **Study Abroad Programme** provided by Richmond American University London, using the protocols required by *The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies* (QAA, 2024).

The programme consists of unique Study Abroad courses for international students studying at the university for one semester, two semesters, or summer school. In addition to these, students can choose from courses offered as part the BA (Hons) and BSc (Hons) programmes with Combined Studies.

Richmond programmes are delivered within the framework of a US Liberal Arts undergraduate degree programme. Each undergraduate credit is equivalent, approximately, to 1 classroom contact hour per 15-week semester and students work to a 3 (Summer classes) or 16 (Fall/Spring semester) US credit semester structure.

Richmond degrees and courses are also articulated in terms of UK Regulatory Frameworks, chiefly the *FHEQ* and the *Higher Education Credit Framework for England*. Each course has been assigned to an appropriate level on the *FHEQ*, based on the course's learning outcomes and assessment strategies. US undergraduate credit can generally be translated to ECTS and UK CATS credits in the following manner: 1 US credit = 2 ECTS credits = 4 UK CATS credits. So, a US degree of 120 credits would translate as 240 ECTS credits and 480 UK CATS credits (with a minimum of 384 UK CATS credits at Levels 4-6 on the *FHEQ*).

**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 and demonstrate if s/he takes full advantage of the learning opportunities that are provided.**

**More detailed information on the learning outcomes, content, and teaching, learning and assessment methods of each course can be found in course specification documents and syllabi.**

**The accuracy of the information contained in this document is reviewed by the University and may be verified by the Quality Assurance Agency for Higher Education.**

## 2. OVERVIEW

<b>Programme/award title(s)</b>	STUDY ABROAD PROGRAMME
<b>Teaching Institution</b>	Richmond American University London
<b>Awarding Institution</b>	Richmond American University London
<b>Date of last validation</b>	n/a
<b>Next revalidation</b>	n/a
<b>Credit points for the award</b>	120 US Credits 480 UK Credits at <i>FHEQ</i> Levels 3-6 (96 at Level 3; 128 at Level 4; 128 at Level 5; 128 at Level 6)
<b>UCAS Code</b>	N/A
<b>Programme start date</b>	Fall 2025
<b>Underpinning QAA subject benchmark(s)</b>	n/a
<b>Professional/statutory recognition</b>	n/a
<b>Language of Study</b>	English
<b>Duration of the programme for each mode of study (P/T, FT, DL)</b>	FT
<b>Dual accreditation (if applicable)</b>	Middle States Commission on Higher Education (First accredited 1981; renewed 1996, 2006, 2016). OfS - UK Taught Degree awarding powers, registered provider with the UK Office for Students. QAA – Higher Education Review (AP) 2017
<b>Date of production/revision of this specification</b>	November 2024 (see chart at the end of this document for list of revisions)

### 3. ABOUT THE PROGRAMME

This Study Abroad Programme offers non-Richmond degree students the opportunity to immerse themselves in a different culture whilst pursuing their academic studies. Students will experience as part of their time away from their home institution, a diverse educational system, and gain international perspectives in their chosen field of study. Students can expect to develop the following:

- Global awareness of international cultures and communities
- Application of academic knowledge in a global context
- Cross-cultural communication skills
- Cultivation of personal growth, independence, and adaptability in a foreign environment
- Building of networks across borders

### 4. MISSION

International education, access to international learning, and diversity are core to the vision mission and values of the University. This includes the student body, staff and faculty, and the University's curriculum, pedagogy, and research. As such the International and Partnership Plan goes beyond a simple consideration of the recruitment of international students, or 'international' options on the curriculum, but seeks to promote a culture of thinking and behaviour.

### 5. PROGRAMME STRUCTURE

A course load during the Fall or Spring semesters it is normally 16 US credits, and in the Summer this is normally 3 US credits.

These credits can be taken from any one of our existing 4-credit degree courses on offer (as long as the Study Abroad student has the correct pre-requisites), AND/OR the student may choose from the following specially prepared Study Abroad Programme courses:

Study Abroad Options: Fall/Spring			
		Credits	
Level	Course Title	US	UK
HIST 4601	Exploring London	4	16
COMM/HIST 5601	British Pop Music: Local Sounds, Global Influences	4	16
HIST/FASH 5601	Threads of Time: London and the History of Fashion	4	16
LITR/FILM 5601	From Hogwarts to Hellmouth: British Fantasy, Science Fiction and Horror in Literature and Film	4	16

THEA/LITR 5601	Shakespeare and His World	4	16
RELG/POLS 5601	Religion in a Globalised World: Faith, Power & Politics	4	16
THEA/BUSM 5601	Show Business: London Theatre Production	4	16
Course Options	Any option from courses offered by the following departments open to degree students: Social Science and Humanities; Communication and the Arts; Richmond Business School; Science, Innovation and Technology; School of Liberal Arts	4	16
LANG 4101	Korean Language and Culture 1	4	16
LANG 5101	Korean Business Language and Culture	4	16
Total		16	64

The Summer courses will normally be delivered over three weeks and include:

International Summer School			
		Credits	
Level	Course Title	US	UK
ARTS 3601	Foundations of Photography	3	12
ARTS 5601	Museums and Galleries of London	3	12
COMM/SOCL 4601	Digital Society	3	12
COMP 4601	Creative Coding	3	12
FILM/HIST 4601	Exploring Film Studies	3	12
LITR/THEA 5200	Script Writing	3	12
FILM/HIST 5601	Superhero Cinema	3	12
HIST 5601	Historical London	3	12
HIST/FASH 4601	History of Fashion	3	12
LITR 5601	Contemporary London Literature	3	12
LITR 5602	British Fantasy Writing	3	12
MARK 5601	Principles of Marketing	3	12
MARK/FASH 5601	Psychology of Fashion and Luxury Goods	3	12
POLS 5601	The British Parliament	3	12
PSYC/FILM 5601	Psychology and Cinema	3	12
RELG/SOCL 5601	Comparative World Religion	3	12
INDP 5700	Independent Study	1	4
INDP 5701	Independent Study	2	8
INDP 6700	Independent Study	1	4
INDP 6701	Independent Study	2	8

ENV 5101	Environmental Ethics	4	16
ENV 5102	Sustainable Cities: London as a Lab	4	16
INTR 5601	Globalization and Anti Globalization	3	12

## 6. PROGRAMME OUTCOMES

Programme-level learning outcomes are identified below. Please refer to the Curriculum Map at the end of this document for details of how outcomes are deployed across the study programme.

- A. Disciplinary Knowledge and Understanding
- B. Disciplinary Applied Skills
- C. Communication Skills
- D. Transferrable Skills

### Disciplinary Knowledge and Understanding (A)

#### LEVEL 4

- I. Demonstrates broad knowledge and understanding of the core theories and methods in the discipline.

#### LEVEL 5

- I. Demonstrates the ability to engage in critical reflection on quantitative and/or qualitative research methods.
- II. Demonstrates a critical engagement with theories and concepts used in the discipline.

#### LEVEL 6

- I. Demonstrates a systematic understanding of different paradigms to the discipline.
- II. Demonstrates the ability to develop critical responses to, and a systematic understanding of methodological approaches taken in the discipline.
- III. Demonstrates a systematic understanding of key scholars, texts and debates in the discipline, and the reflexive relationship between these and empirical practice.

### Disciplinary Applied Skills (B)

#### LEVEL 4

- I. Demonstrates a broad understanding of the key issues of and core methods in the discipline.

#### LEVEL 5

- I. Demonstrates critical understanding of the key problems and issues addressed in the discipline.

- II. Demonstrates engagement with the selection, application and utilization of disciplinary appropriate methods.

#### LEVEL 6

- I. Demonstrates a systematic understanding of practical issues and problems the discipline faces (explicitly addressing Equality, Diversity and Inclusion/Education for Sustainable Development).
- II. Demonstrates a systematic understanding of a core problem or issue in the discipline through a senior project or senior seminar.
- III. Demonstrates a systematic understanding of major debates and using sophisticated disciplinary analysis that utilises knowledge from other cognate fields as is appropriate.

### Communication Skills (C)

#### LEVEL 4

- I. Demonstrates broad communication skills (including digital literacy) in deploying ideas and information in a range of different formats and media.

#### LEVEL 5

- I. Demonstrates the ability to formulate and communicate arguments cogently, retrieve and generate information, and select appropriate criteria to evaluate sources and/or data.
- II. Delivers work with limited supervision and/or effectively engage in teamwork according to a given brief.

#### LEVEL 6

- I. Demonstrates the communication skills needed to plan and manage changing contexts, audiences and levels of complexity, and advanced group work.
- II. Demonstrates the systematic ability to gather, organise and deploy highly complex ideas, evidence and information.
- III. Demonstrates the ability to formulate, synthesise and effectively articulate arguments potentially incorporating competing perspectives, concepts and evidence in a range of formats and media including in professional and interpersonal contexts.

### Transferrable Skills (D)

#### LEVEL 4

- I. Demonstrates broad skills that are relevant to the workplace in terms of both personal and/or group outcomes.

#### LEVEL 5

- I. Demonstrating both critical reflection on ethical principles in the research process and broader discipline, and self-reflection for the capacity of criteria-based evaluation of work.



- II. Engaging in action-learning and develop links to external organisations and actors in the process of enabling career planning to take place.

#### LEVEL 6

- I. Demonstrates the ability to act with minimal direction or supervision, to engage in self-reflection, use feedback to analyse own capabilities, appraise alternatives, and plan and implement actions.
- II. Demonstrates autonomy in taking personal responsibility for ethical and sustainable practices in the discipline and in locating their own normative views and cultural commitments within the practice of research.
- III. Demonstrates entrepreneurial education in the form of skills and practices that translate directly into employment, ideally in the form of work that contributes to a portfolio.

## 7. TEACHING, LEARNING, AND ASSESSMENT

### Teaching Strategy

The teaching and learning strategy adopted within the **Study Abroad Programme** is based on the understanding that all students will be treated as active learners. Clearly, the precise approach will vary from course to course, depending on the learning outcomes relevant to each class.

The generic components of our teaching and learning strategy normally involves a variety of approaches and include delivering many of the following:

- Regular use of formal lecture sessions in all courses.
- Occasional workshops and seminars in some courses.
- Regular use of individual and/or team-based projects in all courses.
- Regular use of self-directed and directed reading in all courses.
- Peer-tutoring led by advanced students in many courses.
- Use of audio-visual and library resources in some courses.
- Regular use of tutor- and student-led discussion groups via e-learning platforms.
- Frequent use of London and surroundings for site visits and as an academic resource

The combination of teaching and learning approaches mentioned above develops our students' knowledge, thinking skills and practical skills.

Their knowledge is acquired through:

- Structured lectures and supporting materials
- Directed reading and use of internet materials
- Targeted visits
- Independent research

Their cognitive skills are developed through:

- Conducting research
- Making presentations and preparing other assessments
- Helping others to learn

Their practical skills are gained through:

- Application of theory to practices encountered during internships
- Using information technology to retrieve and manipulate data
- Negotiating by means of team-based projects

Their key skills are gained through:

- Employing and using appropriate linguistic skills
- Independent learning

### Assessment Strategy

The assessment strategies we use with our **Study Abroad Programme** speak directly to how we anticipate progression with student learning to take place.

In terms of following up with the assessment of student learning and consistent with US liberal arts traditions, our classes rely on the system of continuous assessment on a course-by-course basis and throughout any given semester. This approach often involves the use of term-papers, portfolios of work, quizzes, mid-semester and final exams as well as student presentations and general class discussion. Not every component applies to every course, but most do relate to many of the classes that are offered. Many of our courses involve a site visit or require attendance at a public lecture as well. Students generally find these events to be extremely valuable to their learning.

Most of the courses will follow the University Assessment Norms, however some may follow specialised norms, as listed in each CSD. See the Assessment Norm Policy for full details: <https://www.richmond.ac.uk/university-policies/>

## 8. ENTRY REQUIREMENTS

### Admissions

Details of the entry requirements, including English language requirements, may be found at the appropriate page of the University website listed below, where a comprehensive Admissions Policy and Summary of Practice document is also published.

<https://www.richmond.ac.uk/undergraduate-admissions/>

## 9. STUDENT SUPPORT AND GUIDANCE

There is a range of student support and guidance, for both academic and general wellbeing, available to students. This is accomplished through a range of programmes and services that positively impact learning as well as the total student life experience.

All students have allocated full-time Study Abroad advisors who act as their personal Academic Advisor whilst in the UK. These advisors help to run orientations and check all Study Abroad transcripts for the relevant prerequisites prior to the student's arrival and class approval. Advisors also have on-going responsibility for students' academic progress, helping with course queries, add-drop periods, withdrawals, and the monitoring of academic performance and absenteeism.

A range of Math, English, Technology and Writing workshops have been established to support students with needs in these areas. Librarians are on hand to assist with library use, which includes instruction in web-based resources.

The University endeavours to make all practical and reasonable adjustments to ensure students are able to fully participate in the University community. Students who declare a physical disability or a special educational need are identified prior to arrival and supported to ensure the quality of their educational experience meets their individual requirements. SEN students, for instance, receive extra time for examinations, and have the option of writing exams on university-provided computers, and/or of taking exams in a separate room.

The University operates a well-staffed Student Affairs department that provides services intended to support and encourage student welfare, safety and development. This department oversees the medical registration of students and provides counselling services. It also organizes a range of extracurricular activities and travel designed to further enhance students' educational experiences. Disciplinary and social grievance procedures are also overseen by this department.

## 10. PLACEMENT

The Internship Office the University offers a formal mechanism through which students may receive work-placement opportunities. These placements are supervised, career-related work experiences combined with reflective, academic study that help students apply theoretical knowledge in the workplace. Participation in the internship programme is optional, but students who choose to take up a placement receive academic credit for their placement and associated academic work (see level 6 options).

Expectations with regard to careers education, information, advice and guidance (as outlined in the section on Enabling Student Achievement in *The UK Quality Code for Higher Education*) are handled by the university's Student Affairs department. This department conducts a variety of career services for students, ranging from resource provision to a CV service, and in particular through the LEAD (Leadership, Education and Development) seminar series.

In addition to these services, the alumni office offers networking opportunities where students may contact alumni working in a variety of fields. The alumni office also offers these services via social media such as LinkedIn and Facebook.

## 11. REGULATORY FRAMEWORK

The **Study Abroad Programme** is operated under the policy and regulatory frameworks of Richmond American University London, the Middle States Commission on Higher Education, the Framework of Higher Education Qualifications, and the UK Quality Code for Higher Education.

Also key to the background for this description are the following documents:

- QAA (2024) UK Quality Code for Higher Education ([www.qaa.ac.uk](http://www.qaa.ac.uk))
- QAA (2018) The Revised UK Quality Code for Higher Education. ([www.qaa.ac.uk](http://www.qaa.ac.uk))
- QAA (2008) Higher Education Credit Framework for England: guidance on academic credit arrangements in Higher Education in England. ([www.qaa.ac.uk](http://www.qaa.ac.uk))
- SEEC (2016) Credit Level Descriptors for Higher Education. Southern England Consortium for Credit Accumulation and Transfer
- Middle States Commission on Higher Education. Standards for Accreditation and Requirements of Affiliation. 2014: Thirteenth Edition; Rev. Ed. 2015.

### Ensuring and Enhancing the Quality of the Programme

The **STUDY ABROAD PROGRAMME** features detailed published educational objectives that are consistent with the mission of the institution. All course outlines contain course specific objectives that are regularly monitored by the individual instructors and by the faculty as a group.

The University has several methods for evaluating and improving the quality and standards of its provision. These include:

- External Examiners
- Internal Moderation
- Student representation
- Curricular change approval process
- Annual Programme Monitoring and Assessment
- Formal Programme Review, every five years
- Course evaluation
- Semesterly programme evaluations
- Student satisfaction surveys and the NSS
- Feedback from employers

The **STUDY ABROAD PROGRAMME** is provided through a system of ongoing evaluations that demonstrate achievement of the programme's objectives, and uses the results to improve the effectiveness of the programme. Ongoing evaluation is carried out for both US (the Middle States Commission on Higher Education) and UK (QAA) reviews. The University is a voluntary subscriber member of the QAA, and underwent its first full Institutional Review in May 2013 and a Higher Education Review (AP) in 2017.

## **12. LIBRARY RESOURCES**

### **Books**

Faculty and Students are encouraged to help in the purchase of library resources and submit requests for new purchases relating to and supporting their subject areas and research. Details of selected new acquisitions are publicized on the library subject pages and online catalogue.

The library also purchases academic ebooks to support students required reading, as well as cataloguing open access resources. These books are made available through the library catalogue.

Every year, the library collection is reviewed and non-relevant or out of date stock is withdrawn. Analysis of loans compared to purchases and new publications within core subject areas are used to drive additional purchases to make sure that the collection remains relevant and current.

### **Journals**

At present the Library subscribes directly to approximately 30 periodical titles. Where electronic access is provided with a subscription this has been made available through the library's online Publications Finder.

In consultation with faculty the Library regularly reviews its periodical subscriptions, ensuring relevant coverage is provided as the curriculum changes.

### **Online journal databases**

Full text e-journal services include access to Ebsco's: Academic Search Premier, Art Full Text, Business Source Premier, Communication and Mass Media Complete, Education Full Text, International Bibliography of Theatre & Dance, International Security & Counter Terrorism Reference Center, SPORTDiscus and PsycArticles; WARC and JSTOR. These provide access to around 42,000 titles, as well as business and market data and case studies.

In addition, students are directed to a multitude of other online databases which they can search for citations including Google scholar and subject specific internet gateways.

In all cases where the full text is neither in the library's subscription resources nor available online the Library provides free inter-library loans to students and faculty using the services of the British Library (BL On Demand).

Access to the e-journal databases can be found on the Library portal.

### **Other online resources**

Other online resources include a subscription to FT Education which provides on-line and mobile access to the newspaper archive as well as a wide range of digital and multi-media features, in-depth reports on a wide range of business and political topics and a digital learning tool that allows students and faculty to annotate and share articles. Additionally, the Statista platform provides easy access to over 1,900,000 statistics on a wide range of business

& social topics from over 22,500 sources as well as industry reports, research dossiers and market outlooks. A subscription to Mintel Academic provides access to market research data and expertise across the retail, media and financial services sectors in the UK as well as global trends and consumer behaviour analysis.

There are pages of subject related resources on the library's portal which aim to guide students to quality internet material as well as the most relevant subscription resources.

### **Scanning/Digitising**

Under CLA licence the library provides online access to scanned materials from the library print collection to faculty. These can then be accessed by students on a particular course of study through the member of faculty's Blackboard pages.

### **Library Instruction**

Students are encouraged to complete a library induction session online and visit the library during Orientation. Professional librarians teach information literacy and research skills to students as an embedded part of the Liberal Arts programme. Instructional materials for Library resources and research skills, customized to cover the resources most relevant for the subject area are also provided for each programme. In addition, further sessions on subject specific resources, tailored to individual assignments as required, are offered on Upper Division courses. Students can also receive individual, tailored help with resources, research skills and referencing on a one-to-one basis either in person or online throughout their studies.

## APPENDIX: Curriculum Map: Fall/Spring

Course Code	Course Title	Disciplinary Knowledge and understanding (A)			Disciplinary Applied Skills (B)			Communication Skills (C)			Transferrable Skills (D)			
		I	II	III	I	II	III	I	II	III	I	II	III	
Level 4														
HIST 4601	Exploring London	x			x			x			x			
LANG 4101	Korean Language and Culture 1	x			x			x						
Level 5														
COMM/HIST 5601	British Pop Music: Local Sounds, Global influences		x		x			x	x		x			
HST/FSH 5601	Threads of Time: London and the History of Fashion		x		x			x			x			
LITR/FILM 5601	From Hogwarts to Hellmouth: British Fantasy, Science Fiction and Horror in Literature and Film		x		x			x	x		x			
THEA/LITR 5601	Shakespeare and His World		x			x			x			x		
RELG/POLS 5601	Religion in a Globalised World		x		x			x			x			
THEA/BUSM 5601	Show Business: London Theatre Production	x			x			x	x		x	X		
LANG 5101	Korean Business Language and Culture	x			x			x						

## APPENDIX: Curriculum Map: International Summer School

Course Code	Course Title	Disciplinary Knowledge and understanding (A)			Disciplinary Applied Skills (B)			Communication Skills (C)			Transferable Skills (D)		
		I	II	III	I	II	III	I	II	III	I	II	III
Level 3													
ARTS 3601	Foundations in Photography	X			X			X			X		
Level 4													
COMM/SOC L 4601	Digital Society	X			X			X			X		
COMP 4601	Creative Coding	X			X			X			X		
FILM/HIST 4601	Exploring Film Studies	X			X			X			X		
HIST/FASH 4601	History of Fashion	X			X			X			X		
Level 5													
ARTS 5601	Museums and Galleries of London	X	X			X		X	X		X	X	
LITR/THEA 5601	Script Writing	X			X			X	X			X	
FILM/HIST 5601	Superhero Cinema	X	X			X		X	X		X	X	
HIST 5425	Historical London	X				X		X			X		
LITR 5601	Contemporary London Literature	X			X			X	X		X		
LITR 5602	British Fantasy Writing		X		X			X	X		X		
MARK 5601	Principles of Marketing	X			X			X	X		X		
MARK/FASH 5601	Psychology of Fashion and Luxury Goods	X			X			X	X		X		



POLS 5601	The British Parliament		X		X			X			X		
PSYC/FILM 5601	Psychology and Cinema		X		X			X	X		X		
RELG/SOCL 5601	Comparative World Religions		X		X			X			X		
INDP 5700	Independent Study	X			X	X		X	X		X	X	
INDP 5701	Independent Study	X			X	X		X	X		X	X	
ENV 5101	Environmental Ethics		X		X	X		X	X		X		
ENV 5102	Sustainable Cities – London as a Lab		X		X	X		X	X		X		
INTR 5601	Globalization and Anti Globalization		X			X			X	X	X	X	
LEVEL 6													

INDP 6700	Independent Study	X	X	X		X	X		X	X	X	X	
INDP 6701	Independent Study	X	X	X		X	X		X	X	X	X	

Faculty may access the KILO map: [KILO KPO Tables](#)

### Publication Dates

<b>Revision 1</b>	Nov 2024 – First Edition