Programme Title: Public Policy (Distance Learning)

Queen Mary
University of London

Programme Specification

Awarding Body/Institution	Queen Mary University of London
Teaching Institution	Queen Mary University of London
Name of Final Award and Programme Title	PGDip Public Policy
Name of Interim Award(s)	PGCert
Duration of Study / Period of Registration	2 academic years (part time)
QM Programme Code / UCAS Code(s)	
QAA Benchmark Group	Politics and International Relations
FHEQ Level of Award	Level 7
Programme Accredited by	
Date Programme Specification Approved	
Responsible School / Institute	School of Politics and International Relations

Schools which will also be involved in teaching part of the programme

Institution(s) other than Queen Mary that will provide some teaching for the programme

Programme Outline

Public Policy is the study of how problems are addressed within political institutions. Through studying public policy, students will gain theoretical and practical insights into policy formation and implementation. Students will take taught courses which allow them to explore the development, implementation and evaluation of a wide range of policies. By the end of the programme, they will have a strong grasp of the theoretical tools and empirical evidence necessary for an in-depth understanding of the policy making process.

Aims of the Programme

1) To enable students to critically engage with the problems and possibilities of policy-making.
2) To enable students to apply concepts and theoretical arguments to concrete cases of public policy.
3) To provide students with the opportunity to contribute to the formulation and development of ideas via informed individual research.
4) To equip students with a range of specific and transferable skills

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What Will You Be Expected to Achieve?

On successful completion of the programme, students will be able to:

Academic Content:	
A 1	Students will demonstrate the ability to critically analyze and explain processes of public policy-making
A 2	Students will demonstrate the ability to apply conceptual and theoretical arguments to a range of empirical case studies
A 3	Students will be able to asses and explain the successes and failures of public policy

Disciplinary Skills - able to:	
B 1	Deal with the complex processes of public policy-making in a creative and systematic manner, and make informed and substantiated judgements
B 2	Combine conceptual, theoretical and empirical materials in the analysis of public policy
B 3	Construct and carry out a research proposal in public policy broadly defined

Attributes:	
C 1	Think critically about competing arguments, ideas and interpretations
C 2	Communicate arguments and research findings clearly and systematically in written form
C 3	Acquire knowledge in a systematic way

How Will You Learn?

The programme will be delivered entirely online and students are not expected to be present at QMUL. However, an annual two-day Summer School will be offered as an option to all students.

Students will develop their knowledge and understanding of public policy as well as their critical and analytical skills, by completing the required weekly readings and engaging with the online seminars. Office hours (2 hours per week for each module) will take place via the chat facility on QMPLUS. Students will also receive a set amount of supervision for their own directed independent research via email, phone, and/or skype.

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How Will You Be Assessed?

Assessments will be primarily in the form of research essays, although some modules might include report writing.

How is the Programme Structured?

Theories of the Policy Making Process (sem 1, year 1)
Implementation and Evaluation (sem 2, year 1)
Themes and Cases in US Foreign Policy (sem 1, year 2)

OPTION OF: Case Studies in EU policy (sem 2, year 2)
      OR: Work Placement module (sem 2, year 2)

Academic Year of Study   1

Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Theories of the Policy-Making Process	polm069	30	7	Compulsory	1	Semester 1
Implementation and Evaluation	polm068	30	7	Compulsory	1	Semester 2
Themes and Cases in US Foreign Policy	polm075	30	7	Compulsory	2	Semester 1
Vocational Placement	polm078	30	7	Elective	2	Semester 2
Case studies in EU policy	polm066	30	7	Elective	2	Semester 2

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What Are the Entry Requirements?

Upper second class honours or equivalent in a cognate degree. Appropriate professional experience in a cognate field could substitute for degree requirement. IELTS 7.0 for students requiring language qualification.

How Do We Listen and Act on Your Feedback?

The Staff-Student Liaison Committee provides a formal means of communication and discussion between schools/institutes and its students. The committee consists of student representatives from each year in the school/institute together with appropriate representation from staff within the school/institute. It is designed to respond to the needs of students, as well as act as a forum for discussing programme and module developments. Staff-Student Liaison Committees meet regularly throughout the year.

Each school/institute operates a Learning and Teaching Committee, or equivalent, which advises the School/Institute Director of Taught Programmes on all matters relating to the delivery of taught programmes at school level including monitoring the application of relevant QM policies and reviewing all proposals for module and programme approval and amendment before submission to Taught Programmes Board. Student views are incorporated in the committee's work in a number of ways, such as through student membership, or consideration of student surveys.

All schools/institutes operate an Annual Programme Review of their taught undergraduate and postgraduate provision. APR is a continuous process of reflection and action planning which is owned by those responsible for programme delivery; the main document of reference for this process is the Taught Programmes Action Plan (TPAP) which is the summary of the school/institute's work throughout the year to monitor academic standards and to improve the student experience. Students' views are considered in this process through analysis of the NSS and module evaluations.

A special student representative for DL taught masters programme will be appointed. She/he will send comments/queries to the SSLC via email. Discussions will be minuted in the usual fashion and the DL representative will receive all documentation via email. If issues raised at SSLC need to be taken forward to LTC then the DL representative will be kept informed of these developments. It might occasionally be necessary for the DL representative and head of SSLC or LTC to discuss matters by phone/skype.

Academic Support

Students will be designated a personal tutor as well as a designated dissertation supervisor, both of whom will be available to communicate with students at a designated time on a weekly basis.

Students are also kept informed about support and help available within the School via the postgraduate adminstrator and the School Office.

Programme-specific Rules and Facts

Specific Support for Disabled Students

Queen Mary has a central Disability and Dyslexia Service (DDS) that offers support for all students with disabilities, specific learning difficulties and mental health issues. The DDS supports all Queen Mary students: full-time, part-time, undergraduate, postgraduate, UK and international at all campuses and all sites.

Students can access advice, guidance and support in the following areas:
• Finding out if you have a specific learning difficulty like dyslexia
• Applying for funding through the Disabled Students' Allowance (DSA)
• Arranging DSA assessments of need
• Special arrangements in examinations
• Accessing loaned equipment (e.g. digital recorders)
• Specialist one-to-one "study skills" tuition
• Ensuring access to course materials in alternative formats (e.g. Braille)
• Providing educational support workers (e.g. note-takers, readers, library assistants)
• Mentoring support for students with mental health issues and conditions on the autistic spectrum.

We will liaise with the DDS to ensure that these facilities, where appropriate and possible, are extended to our DL students.

Links With Employers, Placement Opportunities and Transferable Skills

The programme includes the option of completing a placement module (30 credits) that will be appropriate for students who are already working in a recognized institution, or can arrange a placement themselves. This module will require students to complete a number of assignments for their assessment based on their placement. In accordance with best practice in the field, students who conduct a placement within their existing job will be required to complete an assignment which is above and beyond their normal day-to-day work activities. This module will be designed in accordance with the guidelines for placement learning established by the Quality Assurance Agency.

Programme Specification Approval

Person completing Programme Specification	Dr Robbie Shilliam
Person responsible for management of programme	Professor Adam Fagan
Date Programme Specification produced/amended by School Learning and Teaching Committee	
Date Programme Specification approved by Taught Programmes Board	

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