Guide to policy and procedures for teaching and learning

Section 5h: Module Descriptions

Enhancement Processes. The Centre for Quality Support and Development (CQSD), on the basis of the minutes of the SSTE, creates, updates and publishes module descriptions and, where a module has been withdrawn, takes it out of use and removes it from the published list.

The master copies of all module descriptions covering a six year period are published at www.reading.ac.uk/modules

Guidance notes on Module Descriptions

The following information must be provided for all modules

1. Module Titl n2 56.64 6:e

3. Providing School:

speakers giving a global or overseas perspective.

Teaching and Learning Methods

23. Brief description of Teaching and Learning methods: Give a brief account of the teaching and learning methods for this module. Where applicable, include the resources available to support Guided Independent Study work.

24. Contact Hours (Lectures, Seminars, Tutorials, Project supervision, Demonstration, Practical classes and workshops, Supervised time in the studio/workshop, Fieldwork, External visits, Work-based

assignment (expressed as a week of a specific Term).

28. Formative Assessment Methods: Specify work which provides opportunities for students to improve their performance (e.g. through feedback provided) but which does not necessarily always contribute towards the overall module mark.

29. Penalties for late submission: Clearly state whether the University standard penalties for late submission applies, or the Postgraduate Flexible programme penalties applies, or there is an approved variant. Variants are permitted in very limited circumstances, as specified in the University policy on late submission at www.reading.ac.uk/cqsd/media/project/functions/cqsd/documents/qap/penaltiesforlatesubmission.pdf If there is no variant, then leave this section blank as the University standard penalties for late submission for either undergraduate or postgraduate, depending on the module code provided, will be automatically generated by RISIS.

30. Assessment requirements for a Pass: Indicate whether the module is assessed using a numerical scale or whether it is 'pass/fail'. Also indicate whether there are particular constraints governing the assessment of the module, e.g. a requirement that the candidate pass both coursework and examination, that the candidate pass in both papers of an examination, or if there are any specific professional accreditation requirements etc.

- The pass mark for all modules at levels 4-6 (Parts 1, 2 and 3 of an undergraduate programme) is 40%
- The pass mark for all modules at level 7 (Part 4 of an Integrated Masters programme) is 50%
- The pass mark for all modules at Level 7 in a taught postgraduate

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Global context (where appropriate)
Brief description of teaching and learning methods

CONTACT HOURS

Please enter the number of hours against each relevant contact type below. Please do not change any of the contact types

	Autumn	Spring	Summer
Lectures			
Seminars			
Tutorials			
Project supervision			
Demonstration			
Practical classes			
Supervised time in studio/workshop			
Fieldwork			
External visits			
Work-based learning			

Independent Study Hours (guide)			
Wider reading (independent)			
Wider reading (directed)			
Exam revision / preparation			

Peer assisted learning

Assessment requirements for a pass
Reassessment arrangements

ADDITIONAL COSTS	
Item	Cost
Required textbooks	
Specialist equipment or materials	
Specialist clothing, footwear, or headgear	
Printing and binding	
Computers and devices with a particular specification	
Travel, accommodation, and subsistence	

The information contained in this module description does not form any part of a student's contract.

Writing Aims and Learning Outcomes for Module Descriptions

Aims

The aims should describe in broad terms what the module is about, they should express the provider's broad educational purposes in providing a module on the particular subject. The aims should therefore answer the following questions:

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Words such as those in the list below should be avoided when writing outcomes

			employment and should have the qualities needed for employment in situations requiring the exercise of personal responsibility, and decision-making in complex and unpredictable circumstances.	for employment in circumstances requiring sound judgement, personal responsibility and initiative in complex and unpredictable professional environments.

Approved by the University Board for Teaching and Learning at its meeting on 17

External visits

A visit to a location outside of the usual learning spaces, to experience a particular environment, event, or exhibition relevant to the course of study.

Examples are wide ranging and could include a visit to a business or industrial site, built environment site, museum or collection, to attendance at a performance or exhibition. These visits might be unsupervised or supervised, and supervisors could include staff or appointed representatives. Site visits may be carried out in groups of varying sizes, or by individuals, depending on the nature of the visit and the location.

Work-based learnig

Learning that takes place in the workplace.

The term covers any learning that takes place through an organised work opportunity, rather than in a university or college setting, and includes managed placements. Some supervision or monitoring is likely be involved, and may be carried out either by a member of staff or a mentor within the host organisation. Due to tka35 (i)10.6 (s)-1.3 ((n)5 (u)-036ap)2.2 (p)13.f0Au108 (y)-76 (s)-f-2.5h108 (y)pe biyy3 (5)-0.2( )10108e37 (

QAA Indicative list of assessment methods

(Source: http://www.qaa.ac.uk/docs/qaa/quality-code/contact-hours-guidance.pdf?sfvrsn=cc45f981_8 Appendix 3, Page 18)

Appendix 3: Indicative list of assessment methods

The list is presented as indicative to reflect that approaches to assessment vary according to the subject, mode of delivery and institution, and can change over time. Descriptions are intended to distinguish between methods from the perspective of presenting course level information rather than to present a detailed pedagogical account of each approach.

Written exam

A question or set of questions relating to a particular area of study.

Written exams usually occur at the end of a perio(f a p)2.3 (e)7.8 (rio)-0.965 [(ap)2.3 .3 (e)7.8 (rio-0.965 [T5.3 ht the intended learning outcomes. They may be 'seen', where the student is aware in advance of the question(s) they are expected to answ0.965 [er, or 'unseen', where the questions are revealed 'onhe day'965 [T. In an 'open-book'95.6 ( )10.6 (exa)13.6 (m)-3.3 (,)2 (a)2.8 ( )10.6 (s)1.6 (tu)16.1 (d)5.3 (en)5.3 (t i)2.8 (s)1.7 (a)2 conition. A w04.4 (e)-6 (l)-3.2 (l)]T

School and Departmental Codes for use in creating Module Codes

Domain	Full name	Department code
FA	Fine Art	ACD ART A
FT	Film Theatre & TV	ACD FTT
TY	Typography & Graphic Communication	ACD TYPOG
AP	Agriculture Policy and Development	APD
ID	International and Rural Development	APD IRDD
AA	Architecture	BEN ATC
CE	Construction Management and Engineering	BEN CME
BI	Biological Sciences	BIO
CH	Chemistry	CFP CHEM
FB	Food and Nutritional Sciences	CFP FOODBI
FZ	Food ATP	CFP FOODBI
PM	Pharmacy	CFP PHARM
IC	ICMA	HBS ICM W
LB	Leadership, Organisations and Behaviour	HBS LOB W
MF	Cert Bus Admin (HBS) for Pharmacy	HBS LOB W
AC	Accounting	HBS MGM W
IN	Informatics Research Centre	HBS MGM W
MM	Management Studies	HBS MGM W
MN	Management - MBA Greenlands (progr 7)	HBS MGM W
MW	Management (post-experience MBA)	HBS MGM W
RE	Real Estate and Planning	HBS REP W
HE	Human and Environmental Science	HES
AR	Archaeology	HES ARCH
GV	Geography and Environmental Science	HES GESC
MC	The Museum of English Rural Life	HES MERL
CL	Classics as a Humanities subject	HUM CLASS
MS	Graduate Centre for Medieval Studies	HUM GCMS
HS	History	HUM HIST
HA	History of Art	HUM HIST
PP	Philosophy	HUM PHIL
ED	Education	IED EDUC
IF	International Foundation Programme	ISL F
IL	International Study and Language Institute	ISL W
LW	Law	LAW
EN	English	LLE ENGL E
LS	Linguistic Science	LLE ENGL L
ML	Modern Languages	LLE LCL M
SP	Spanish Studies	LLE LCL M
EU	European Studies	LLE LCL M
FR	French Studies	LLE LCL M
GM	German	LLE LCL M
IT		