**Canterbury Christ Church University logo**

# Module Handbook for [insert title of module] Academic year 2020/21

**Module code:**

**Level of study:** choose from 0/4/5/6/7/8

**Number of credits**: choose from 20/40/60 credits

**Programme/s the module belongs to:** if several programmes, state them all

**Faculty:** insert the name of the Faculty that the module belongs to for Quality Assurance reporting, even if the module is used by several Faculties

**Academic calendar:** choose from A/B1/B2/C/D

**Semester/Trimester of delivery:** e.g. Semester 2

**Start date of the module:** e.g. January 2021

**Location of study:** add relevant campus, partner college campus or online (e.g. Medway, LSEC Bromley)

**Study hours for the module:** (usually 200 overall for a 20-credit module) Divide into:

* **Number of contact hours and pattern of delivery:** (as agreed at approval event, it is the number of taught sessions, including online live teaching, hours for field trips, etc.) (e.g. 36 hours, 2-hour lecture and one-hour seminar each week for 12 weeks)
* **Number of hours when students are expected to study independently or amongst peers, with no direct academic contact:** this is an indication of what the personal input of each student should be per module, in addition to classes, in order to successfully complete the module. It would usually be 200 hours minus the contact hours

**Professional accreditation status and requirements:** if applicable, if not, remove this section

**Module leader name:**

**Module leader contact details:**  add full name, email, phone, room number

**Other teaching staff with contact details:**

**How to access tutorials and other module support** e.g. list the office hours of teaching staff, or where information about module support is available

**Who is the module for?** e.g. “This module is a core module for first year students on the BA (Hons) History, and an optional module for first year students on any combined honours degree with History”

**Module aims:** taken from approved module descriptor

**Brief module description/summary:** If you wish, you may write here some information about the module, additional to the aims above. If the aims are sufficient, remove this section

**Module learning outcomes:** taken from approved module descriptor

**Overview of learning and teaching activities on the module:** adapted from the module descriptor, this section explains what is done for each category of class (lecture, seminar, workshop, lab, rehearsal, field trip, etc.) in broad terms. It has to be module specific. If specific activities have a cost or specific requirements (e.g. field trips, specific equipment, etc), this should have been highlighted to students in the programme handbook in addition to here. Please indicate whether the non-standard activities are optional or mandatory and if optional what the extra costs, if there are any, are likely to be.

**Equipment you need to bring to class:** e.g. specific clothing, equipment. This should be taken from programme information where it would have already been highlighted.

**Assessments:** taken from approved module descriptor for columns 1, 2 and 5

| Summative assessment  Type (this is how the assessment will be called on SITS/evision and on Turnitin, e.g. “Coursework 1”, “Groupwork”, “Practical”, “Examination”) | % weighting | Deadline for submission of work and where assignment should be submitted (e.g. Turnitin, Pebblepad, done in class. If the assessment is an Exam and PAA have not informed you of the date of the exam, please state the period when the exam will be held, e.g. “w/c. 10 or 17th May 2021, exact day TBC”. State that all coursework submitted via Turnitin have a deadline of 2 pm) | Date for return of mark/grade and feedback and where they will be returned (this is 15 working days after the deadline for submission, with a few exceptions. For place of return, it can be Turnitin, in class, etc.) | (ONLY for programmes on special regs where some assessments need a pass mark to pass the module)  Minimum pass mark for assessment task(s) |
| --- | --- | --- | --- | --- |
| **1.** | **%** |  |  | **e.g. 40%** |
| **2.** | **%** |  |  |  |

* **Further information about the assessment can be found at the end of this handbook, in the “assessment brief” section.**

**Indicative schedule of delivery**: one line on what will be covered in each session; do adapt depending on whether the module is delivered weekly, in blocks or other pattern of delivery. The number of weeks should correspond to the Academic Calendar your module is aligned with. Highlighting dates for ADW and PDW in this section may help, and deadlines for assessments. Do incorporate here if field trips/visits are part of the module. Do adapt the table below to suit your needs

Example:

| **SESSION** | **INDICATIVE CONTENT** | **INDEPENDENT STUDY ACTIVITIES** |
| --- | --- | --- |
| 1 (insert date or week) |  |  |
| 2 |  |  |
| 3 |  |  |
| .. |  |  |
| .. |  |  |
| .. |  |  |
| 15 |  |  |

**Guidance on how to use independent study time:** e.g. “complete the set reading and answer the questions on the Blackboard Discussion Board”

**Referencing system:** If the same system is used at programme level, refer to the Student Handbook where this would have been noted

**Learning Materials/Resources:** (the sections below should be shared with library services and the Bookshop) this may be broken down as you see fit, e.g. weekly sources. You may provide resources other than books or journal articles. You may want to stress where other information is available on Blackboard, ReCap lectures, etc.

* **Essential Resources:**
* **Recommended Resources:**
* **Other:**

**Reassessment information:** the text below is for ALL handbooks

Some students may be required to take reassessment for the module, following a decision from a Board of Examiner. Do check the [Your Guide to Assessment and Award Processes](https://www.canterbury.ac.uk/students/current-students/academic-services/policy-zone/undergraduate-and-postgraduate-guides-to-assessment-and-award-processes.aspx) and seek advice from your Personal Academic Tutor if this is the case for you. Support from the module team will be available in preparation for the reassessments.

Should you be required to take reassessment, the nature of the reassessment will be:

| **Original assessment**  This should be identical to the assessment table column 1 | **Reassessment type**  Usually, the same type of assessment and brief, but exam questions may vary | **Deadline for submission of reassessment, and where it should be submitted**  If no exact date is known, provide a week e.g. w/c 12 July 2021 |
| --- | --- | --- |
|  |  |  |
|  |  |  |

This handbook should be read in conjunction with other sources:

* Student Handbook: for programme academic information applying to all modules
* [Current Student Webpages](https://www.canterbury.ac.uk/students/current-students/current-students.aspx): for generic student experience information

**Assessment brief/s:**

In this section, please add your assessment briefs for each summative assessment, which should contain the information below:

* Information about the nature of each summative assessment task, and instructions on how to complete it
* Formative activities: list activities that prepare students for their summative work, and deadlines for submission if applicable
* Assessment criteria for all the assessments: if provided in the student handbook at programme level, refer to the handbook. If each assessment has specific criteria, include each set of criteria
* Where additional assessment guidance/brief can be found: if not in this handbook (e.g. “Assessment FAQs, exemplars of mocks papers and model answers can be found in the ‘Assessment’ folder on the Black
* board site for the module”)

**Date and validity** e.g. July 2020, valid for academic year 2020/2021