

Module Leader Technical Information and Schedule

Spring Term 2020/2021

November 22 (Sunday)	Deadline for offer acceptance
December 7 (Monday)	Contracts sent to all Module Leaders
December 8 - 12	Contract signing period
December 13 (Sunday)	Deadline for contract signing Deadline to fill out the Module Leader Course Set Up form
December 14 (Monday)	All contracted Module Leaders receive access to their Syllabus' link, Canvas and their course page(s)
<u>December 15 (Tuesday), 17h-19h</u> <u>December 17 (Thursday), 17h-19h</u>	ONLINE Module Leader Induction Training via Zoom - Registration links on the dates to the left. <i>Compulsory for new Module Leaders and optional for continuing Module Leaders.</i>
<u>December 16 (Wednesday), 17h-18h</u> <u>December 18 (Friday), 17h-18h</u>	ONLINE Canvas Induction Training via Zoom - Registration links on the dates to the left. <i>Compulsory for new Module Leaders and optional for continuing Module Leaders</i>
December 15 - January 7	Term time and Shopping Lecture schedule arrangements
January 3 (Sunday)	Deadline for Syllabus and Canvas Course Page first draft
January 4 - 8	Receive Division Head's feedback on Syllabus and Course Page(s) on Canvas
January 4 - 8	"Fine tune your Canvas course page" ONLINE drop-ins Book a 30 minute slot HERE. <i>This drop-in is an opportunity to consult with a member of the Coordination Team about specific things you want to do on your Module's Canvas Course.</i>
January 10 (Sunday)	Final deadline for finalising Course Page(s) on Canvas - homepage, material upload, syllabus, assignments
Saturday, January 16 - Friday, January 22	Shopping Lectures
January 29 (Friday)	Announcement of which Modules will take place
February 1 - March 27	Teaching Weeks 1 to 8
February 9 (Tuesday)	Final enrolment numbers communicated to Module Leaders
March 29 - April 3	Numerical Sciences Final Tests (read more in the Module Teaching Guidelines 20/21, p. 12)
April 4, 23:59 (Sunday)	Term End for Students
April 11, 23:59 (Sunday)	Grading Deadline

Consultation

If Module Leaders wish to discuss the academic content of Modules, please get in touch with the Head of the appropriate Division. The contact details for the Division Heads are given below.

Numerical Sciences: Dávid Szabó (szabo@milestone-institute.org)

Natural Sciences: Orsolya Molnár (molnar@msinst.org)

Social Sciences: Ádám Havas (havas@msinst.org)

Arts and Humanities: Andor Kelenhegyi (kelenhegyi@msinst.org)

Important information

- Please highlight points of difficulty or where there may be a need to consult further.
- **Syllabus:** Having made a decision about the Offer, Module Leaders can start preparing for the coming Term by taking a look at the syllabus template attached. Module Leaders should make sure all aspects outlined in the template are covered in their syllabus.
Continuing Module Leaders: Module Leaders teaching a previously taught Module are also required to submit their reviewed Syllabus and Canvas Course by the set deadline.

After being contracted, Module Leaders will receive a pre-generated link to their Syllabus' Google Document, on which they can work until the Syllabus submission deadline (see above).

- **Module Leader Induction Training Session**
Members of the Academic Team will hold training sessions to help Module Leaders become familiar with the teaching philosophy and best practices of the Institute. There will also be introductions to Canvas, our learning management system.
New Module Leaders are **required to attend** the training session.
- **Canvas Induction Training**
Members of the Coordination Team will hold training sessions to help Module Leaders become familiar with Canvas, our learning management system.
New Module Leaders are **required to attend** one of the training sessions.
- **Canvas and the Module Leaders Course**
Module Leaders will receive access to Canvas, to the Module Leaders Course, their Course Page and to the Entry and Self-Assessment Test Course after being contracted. From then onwards, Module Leaders will be able to design their Course page. Division Heads will review and give feedback on all Course Pages within their Division by the scheduled deadline.
 - ❖ **Module Leaders Course:** Module Leaders will be students of one canvas course where Division Heads are the Teachers. This course will provide Module Leaders with a platform to interact with each other during the Term. **This is also where Syllabi can be submitted.**
 - ❖ **Canvas Course:** Having been granted the access, Module Leaders can start working on their own Canvas Course. Division Heads will review and give feedback on all Course Pages within their Division by the scheduled deadline.
- **Module Entry and Self-Assessment Test for Students**
Module Leaders may devise forms of assessment to establish whether students are prepared to take their course. These include Entry Tests, in which students are required to score above a threshold defined by the Module Leader and Self-Assessment Tests, which are not graded, but indicate the expected difficulty of the Module to the student.
Students will be given access to these one week before the Shopping Week to help with their choices. Module Leaders can signal their intention to devise this Test via the **Module Leader Course Set Up form**, sent with their personalised contracts.
- **Spring Term 20/21 ends on [Sunday, 4th April]** for all Milestone Students. Please set assignment deadlines accordingly.

SPRING TERM DATES - AY 2020/2021

<p>Monday</p> <p>1 February - Session 1 8 February- Session 2 15 February - Session 3 22 February - Session 4 1 March - Session 5 8 March - Session 6 15 March - No session (National Holiday)* 22 March - Session 7 To be defined - Session 8</p> <p><i>* To make up for the missed session on 15 March, Module Leaders will be asked to either hold a double-session on one of the other Mondays or choose an alternative date for a make-up session.</i></p>	<p>Thursday</p> <p>4 February - Session 1 11 February- Session 2 18 February - Session 3 25 February - Session 4 4 March - Session 5 11 March - Session 6 18 March - Session 7 25 March - Session 8</p>
<p>Tuesday</p> <p>2 February - Session 1 9 February- Session 2 16 February - Session 3 23 February - Session 4 2 March - Session 5 9 March - Session 6 16 March - Session 7 23 March - Session 8</p>	<p>Friday</p> <p>5 February - Session 1 12 February- Session 2 19 February - Session 3 26 February - Session 4 5 March - Session 5 12 March - Session 6 19 March - Session 7 26 March - Session 8</p>
<p>Wednesday</p> <p>3 February - Session 1 10 February- Session 2 17 February - Session 3 24 February - Session 4 3 March - Session 5 10 March - Session 6 17 March - Session 7 24 March - Session 8</p>	<p>Saturday</p> <p>6 February - Session 1 13 February- Session 2 20 February - Session 3 27 February - Session 4 6 March - Session 5 13 March - Session 6 20 March - Session 7 27 March - Session 8</p>

Other dates/information to consider

- **4th April:** End of Term for Students
- **March 29 - April 3:** Numerical Sciences Final Tests
- **April 11, 23:59:** Grading Deadline | *Please note that after the deadline you won't have access to your Course on Canvas anymore. After the deadline, Coordination reviews all Courses based on the Grading Checklist (**read more in the [Module Teaching Guidelines 20/21](#), p. 19**) and only re-grants access for correction purposes (if the Grading Checklist isn't complete). Payment is withheld until all checklist items are completed.*