MODULE HANDBOOK

INSERT MODULE CODE AND NAME

Please delete and/or replace the red guidance text throughout the handbook with your latest information in black font.

Once the handbook has been completed and the red text has been removed, the Contents page should be updated to reflect the correct page numbers. This can be actioned using the following steps:

1. Hover over the contents section
2. Right click, in the drop-down menu select “update field”, a pop-up box will appear
3. The pop-up box will ask whether you want to Update page numbers only or update the entire table.
4. Select update the entire table, select OK.
5. The table numbers should now be correct.
6. This action can be repeated any time a change is made to the document which impacts on the page numbers.

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### Welcome message from your Module Leader

Please insert a welcome message and a brief introduction to the module, followed by this introduction to the handbook:

This handbook provides essential information about this module including the aims and learning outcomes, the schedule of teaching and learning activities, assessment tasks, resource recommendations and, if applicable, any additional resources that you will need. Please read it at the start of term so you are aware of key details and important dates.

1.

### Key contacts (academic queries)

The list below provides contact details of the module team.

Module Leader: insert name

Insert photo

Location: insert details

Email: insert address

Tel: insert number

Office hours: insert details

Module Tutor: insert name

Insert photo

Location: insert details

Email: insert address

Tel: insert number

Office hours: insert details

Module Tutor: insert name

Insert photo

Location: insert details

Email: insert address

Tel: insert number

Office hours: insert details

### Module details and learning outcomes

Please insert the details below, taken from the current version of the Module Specification, as approved at the most recent approval or review event.

Host faculty: insert

Host school: insert

Number of credits: insert

Term(s) of delivery: delete as needed Term 1 / Term 2 / Term 3 / Term 1 & 2 / Term 2 & 3 / Term 1,2 & 3

Site(s) of delivery: delete as needed Greenwich / Medway / Avery Hill / other

Pre-requisite modules: insert or delete

Co-requisite modules: insert or delete

Please insert the aims and learning outcomes of the module, taken from the current version of the Module Specification. Please ensure the learning outcomes are numbered.

Glossary:

* A pre-requisite module is one that must have been completed successfully before taking this module.
* A co-requisite module is one that must be taken alongside this module.
* A learning outcome is a subject-specific statement that defines the learning to be achieved through completing this module.

### Employability

Please indicate how the module will develop students’ employability skills.

### Schedule of teaching and learning activities

Please insert the weekly schedule of teaching and learning activities, indicating campus-based and online sessions where applicable and including additional information about specific sessions, such as external visits, field work, guest tutors, assessment focussed sessions or personal development weeks, etc. Where appropriate, flag specific technologies that will be used to enhance the teaching and learning activities (e.g., MS Teams, Panopto, Moodle-based quiz or Learning Analytics).

|  |  |  |
| --- | --- | --- |
| **Week number.** | **Week beginning.** | **Activity.** |
| 1. | Insert date | Insert topic / activity |
| 2. | Insert date | Insert topic / activity |
| 3. | Insert date | Insert topic / activity |

### Assessment

Assessment schedule:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **First sit assessments**  | **Deadline or exam period** | **Weighting out of 100%\*** | **Maximum length**  | **Marking type**  | **Method of submission** | **Is the submission anonymous?** | **Learning outcomes mapped to this assessment.** |
| insert name of assessment 1 | insert deadline date and time, or exam period  | insert % | insert exam length or maximum word count/ minutes | insert stepped, numerical, pass/fail | Insert method of submission (i.e. Turnitin or physical submission) | Yes/No | insert LO numbers  |
| insert name of assessment 2 | insert deadline date and time, or exam period   | insert % | insert exam length or maximum word count/ minutes  | insert stepped, numerical, pass/fail | Insert method of submission (i.e. Turnitin or physical submission) | Yes/No | insert LO numbers  |

\*The weighting refers to the proportion of the overall module result that each assessment task accounts for.

If the assessments include an exam, please provide the following point, otherwise please delete: Details of exam arrangements will be provided approximately six weeks before the exam period.

**Your assessment brief:**

* 1. **Guidance**: Please provide full guidance on completing coursework assessment tasks. If the assessment is an exam, give details such as question type, number of questions, how many questions must be completed, etc. If relevant, include guidance on how AI can be used to benefit the assessment.
	2. **Formative** **assessments**: Please say how students will be supported towards the summative(s) through formative assessments and activities.
	3. **Feedback for summative coursework**: State how the feedback sandwich will be provided (written or audio?) and any other details (e.g., if there will be written comments on the script, if there will be a feedback clinic). For exams, state any feedback process, if applicable (e.g., generic feedback will be provided via Moodle with 15 working days of the exam, feedback clinic.)
	4. **Marking rubric**: Please provide the marking criteria and descriptors for each marking band for each coursework assessment, using the relevant empty rubric template available on Moodle. It can be found in the Moodle plugin “Turnitin Assignment 2” in the Grademark section, using the drop-down menu. You can choose between numerical or fail/pass templates and between Undergraduate or Postgraduate templates. The marking rubric can be found on the module Moodle page under section [explain where students can find the rubric on the module Moodle page].

Coursework is marked on the understanding that it is the student’s own work on the module and that it has not, in whole or part, been presented elsewhere for assessment. Where material has been used from other sources, this must be properly acknowledged in accordance with the University’s regulations regarding Assessment Misconduct.

**Marking, feedback and next steps**

To pass this module, you must achieve an overall mark of 40+ or 50+ or Pass (delete as applicable) and a mark of 30+ or 40+ or a Pass (delete as appropriate) for all assessments.

For coursework, the marks and feedback will normally be provided to students within fifteen working days of the submission deadline. In exceptional circumstances, where there is a delay in providing feedback, you will be informed by the module leader.

If you do not pass a module at the first attempt, you will likely be eligible for a resit opportunity on the failed assessments. The Progression and Award Board (PAB) will decide whether you will be offered an opportunity to resit. Note that marks on resit assessments are capped at 40% / 50% (delete as appropriate for UG/PG) unless extenuation has been applied for and granted.

**External Examiner**

The External Examiner for this module is:

Name: insert

Institution: insert

Please note that the role of the External Examiner is to evaluate the overall standard of assessments on the module. They are unable to correspond with individual students about their work. If you need to discuss your marks or feedback, please contact the module leader.

### Resit assessments

Assessment schedule:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resit assessments**  | **Deadline** | **Weighting out of 100%\*** | **Maximum length**  | **Marking type**  | **Method of submission** | **Is the submission anonymous?** | **Learning outcomes mapped to this assessment.** |
| insert name of assessment 1 | insert deadline date and time, or exam period | insert % | insert exam length or maximum word count/ minutes  | insert: stepped, numerical, pass/fail | Insert method of submission (i.e. Turnitin or physical submission) | Yes/No | Insert LO numbers  |
| insert name of assessment 2 | insert deadline date and time, or exam period | insert % | insert exam length or maximum word count/ minutes | insert: stepped, numerical, pass/fail | Insert method of submission (i.e. Turnitin or physical submission) | Yes/No | Insert LO numbers  |

Please provide guidance on the resit assessments (summative, formatives and feedback) and how resitting students will be supported, including who to contact with queries.

### Resource recommendations

The following are suggested readings for the module. Additional, more detailed reading recommendations will be provided for the module topics.

Please insert details in the table below, indicating any priority items e.g., if there is a required/ highly recommended core text for the module.

|  |  |  |  |
| --- | --- | --- | --- |
| **Author** | **Title** | **Publisher** | **ISBN** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Additional module information

**Activities:**

Please provide information about any non-standard, additional, module activities that are requirements, for example, if there are placements or visits that are integral to the module.

**Resources:**

Please specify any module specific resources that students will benefit from, for example, lab support, specialist equipment or teaching space.

Please ensure you notify your academic librarian of any recommended resource material, so that they can ensure they have them available for students.

**Costs:**

Additional compulsory costs on the module, such as those associated with additional activities or with equipment, printing or materials must be included. If there are no module specific additional costs, please state that here.

### Changes to the module

At the University of Greenwich, we value feedback from students as well as External Examiners and other stakeholders and we use this information to help us improve our provision.

Please insert an example of some feedback you have received and how you have responded.

Important note: The University of Greenwich will do all that it reasonably can to deliver the module and support your learning as specified in our handbooks and other information provided. However, under some circumstances, changes may have to be made. This may include modifications to the:

* content and syllabus of modules, including in relation to placements
* timetable, location and number of classes
* content or method of delivery of your module
* timing and method of assessments.

This might be because of, for example:

* academic changes within subject areas
* the unanticipated departure or absence of members of university staff
* where the numbers expected on a module are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it
* industrial action by university staff or third parties
* the acts of any government or local authority
* acts of terrorism.

In these circumstances, the university will take all reasonable steps to minimise disruption by making reasonable modifications. However, to the full extent that it is possible under the general law, the university excludes liability for any loss and/or damage suffered by any applicant or student due to these circumstances.