**THIS FIRST PAGE IS GUIDANCE FOR STAFF ONLY:  
DELETE THE PAGE BEFORE PUBLISHING**

# Module Handbook Template

Below is a list of the information that needs to appear in all module handbooks to be given to students at the beginning of the module. This information should be ready before the module starts, and should normally NOT be amended once the module has started, especially the assessment section. ALL sections should be completed, unless they do not apply to your module, e.g. PSRB requirements. You may also want to add specific information which is important to your module, but is not listed below.

ONE module handbook needs to be completed for EACH iteration of the module. For example, if the module is delivered in semester 1 of 2023/24, then again in semester 2 of 2023/24, two module handbooks are needed (as they will have different assessment deadlines). If the module is delivered at Canterbury but also at a partner college, two module handbooks are needed, to reflect the specificities of the delivery of each cohort. You can copy and paste the identical information, but need to ensure that specific information is amended for each iteration.

The handbook is meant to cover all the essential information that students are entitled to know at the beginning of a module. The handbook will be published by module leader/course administrator under “Module Information” on each module Blackboard. Information stated in the handbook must NOT be duplicated anywhere else on the Blackboard or other document, as it helps avoid issues of version control if something is amended.

Several sections of the handbook should be copied from the course approval documentation: aims, learning outcomes, type and weighting of assessments. For other sections, please bear in mind that the handbook is student-facing, and that the language used is clear.

This handbook should be complemented by further learning and teaching resources on Blackboard and elsewhere, for example, additional learning material for each session, ReCap recordings, assessment briefs or guidance (which must not contain dates for assessments), work placement handbook, etc.

When filling in the template, an indicative example of how you could complete the section is often given, or you can choose from a variety of options: **please remove the example /non-applicable options and any guidance text and add your own answer**.

Some elements are pre-written for you, as we feel it is important to guide students to other documents they should refer to for further information. You should not amend these pre-filled elements.

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# Module Handbook for [insert title of module] Academic year 2023/24

**Module code:**

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

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

**Course/s the module belongs to:** if several courses, 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

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

**Start date of the module:** e.g. January 2024

**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, asynchronous digital activities as part of structured learning, etc.) (e.g. 50 hours, 2-hour lecture and one-hour seminar each week for 12 weeks, 14 directed learning activities on Blackboard)
* **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/specification

**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/specification

**Overview of learning and teaching activities on the module:** adapted from the module descriptor/specification, this section explains what is done for each category of class (lecture, seminar, workshop, lab, rehearsal, field trip, placement 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 course 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 course 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 what 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, Blackboard, in class)..If the assessment is an exam and Registry Services have not informed you of the date of the exam, please state the period when it will be held, e.g. “w/c. 10 or 17th May 2024, exact day TBC”. State that all work submitted via Turnitin has a 2pm deadline) | 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) | Minimum pass mark for assessment task(s)  (ONLY for courses with special regs where some assessments need a pass mark to pass the module) |
| --- | --- | --- | --- | --- |
| **1.** | **%** |  |  | **e.g. 40%** |
| **2.** | **%** |  |  |  |

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

It's important that you meet your assessment deadline to help manage your workload and ensure your timely progression to your next level of study. However, we understand that in exceptional cases you may be unable to submit your work on time or do well in your exams due to unexpected events which are short-term in nature and beyond your control. Find out more about what to do in situations such as these [here](https://www.canterbury.ac.uk/our-students/ug-current/academic-services/assessments/extenuating-circumstances).

A coursework extension or a chance to re-take your exam is not an automatic right; and to ensure fairness and transparency, exceptional circumstances requests will only be approved if they meet the criteria, are submitted on time and - where relevant - include appropriate professional evidence.

**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 within a Blackboard discussion”

**Referencing system:** If the same system is used at course level, refer to the Student Course 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 recordings, 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 Examiners. Do check the [Your Guide to Assessment and Award Processes](https://www.canterbury.ac.uk/our-students/online-documents/your-student-university-guides) 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 2022 |
| --- | --- | --- |
|  |  |  |
|  |  |  |

This handbook should be read in conjunction with other sources:

* Student Course Handbook: for course 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 course handbook at course 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 Blackboard site for the module”)
* If the assessment(s) are to be marked anonymously see here <https://www.canterbury.ac.uk/our-students/ug-current/academic-services/assessments/exams-and-coursework-procedures> and if not anonymous state why.

**Date and validity** e.g. July 2023, valid for academic year 2023/2024