Enhancing Student and Curriculum Management Programme

Academic Model and Automation Project

Staff Guide to the New Module Model (2017/18 Academic Session)

Contents

Background

During 2016/17, the Enhancing Student and Curriculum Management (ESCM) programme team have undertaken a fundamental restructure and recoding of module records in SITS for the 2017/18 academic session.

Key Changes

The main objectives of the module record restructure have been to reduce the overall population of academic modules, to make the module records easier to understand and to enable the automation of module creation. This means the current module code will change.

This document outlines these changes and is intended as a guide to the new module model for all staff who use SITS module records.

1   The New Module Model

1.1   Module Code

The new module code is 9 characters long and structured as:

	Faculty Identifier	Hyphen	Level	Numerical sequence
characters	*1-2*	*3*	*4*	*5-9*
example	44	-	5	01836

Therefore, in the example above, the module code would be 44-501836. The different sections of the Module Code are:

- **Faculty Identifier** *(characters 1-2)*: represented by the two character numerical Faculty code of:

44 (SBS)	55 (ACES)
66 (HWB)	77 (D&S)

  Modules for 'collaborative UK' provision will have the second character replaced by an X, ie: 4X, 5X, 6X or 7X

- **Level** *(character 4)*: a one character, either numerical or alpha, indicating:

Code	Purpose	Code	Purpose
3, 4, 5, 6, 7, 8	*for* academic modules	X	*for* ACCA/CIMA
P	*for* Placement	L	*for* Language modules
Q	*for* QTS	N	*for* Non-credit bearing modules
E	*for* EYTS		

- **Numerical Sequence** *(characters 5-9)*: this is a unique 5-character numerical value which will be allocated sequentially and is independent of Faculty.

Version and **indicators of delivery** (ie: 00S or 00L) will no longer be held as part of the module code as these have led to unnecessary duplication of modules in SITS. Additionally, the identifier of "H" in the suffix to code HND modules will no longer be used. This means that where previously there may have been multiple records for the "same" module there will now just be one.

Note: the University Language Scheme (ULS) will be coded differently to the above model as outlined in the additional document "Module Model - Language Modules"

1.2   Module Delivery (or Module Availability) Records (MAV)

A Module Delivery (or Module Availability (MAV)) Record is created for each **delivery** of a module and has a unique occurrence code (see 1.2.1 Module Occurrences). It is these records which are used to create Blackboard sites, and that timetabling activities are held against.

Retake occurrences will also be created for the majority of modules to allow different assessment regulations to be applied, using the retake mark scheme.

The Module Availability Record consists of the following elements.

1.2.1.   Module Occurrences

This will be a 2-character code and is formed as follows:

- Character 1:   a letter of **A to Z** representing the instance of that module within the academic year
- Character 2:   a letter of either **F** or **R** where:
  - **F** represents "First Registration" *and*
  - **R** represents "Retake Registration"

The occurrence code will therefore appear as:

	Explanation
AF	First occurrence of the module in the academic year, for students taking their **first** registration
AR	First occurrence of the module in the academic year, for students taking their **retake** registration
BF	Second occurrence of the module in the academic year, for students taking their **first** registration
BR	Second occurrence of the module in the academic year, for students taking their **retake** registration

1.2.2. Period Slot code and Delivery weeks

The period slot is used to identify **the time** each occurrence of a module is delivered within the academic year. Delivery weeks are then used to identify the Start Week and End Week of the module. The following period slot codes will be used:

Code	Explanation	Code	Explanation
SEM1	Semester 1	**SEM2**	Semester 2
LONG1	Long (i.e. Semester 1 and Semester 2)	**TRI3**	Trimester 3 (standard dates from PG calendar)
NS1	Non-standard starting anytime during semester 1	**CONT1**	Continuous starting anytime during semester 1 and finishing after the 31st July
NS2	Non-standard starting anytime during semester 2	**CONT2**	Continuous starting anytime during semester 2 and finishing after the 31st July
NS3	Non-standard starting anytime during trimester 3	**CONT3**	Continuous starting anytime during trimester 3 and finishing after the 31st July

Note: Where a module runs for at least 10 weeks within the standard Semester this will be classed as a Semesterised module.

1.2.3. Location

The location of delivery of a module will be held on each module availability record. This will enable staff to identify between occurrences (see 1.2.1 Module Occurrences), for example where one is delivered at SHU and the occurrence delivered at a partner's location.

1.2.4. Subject Group

The Subject Group field will be moved from the Module (MOD) record to the Module Availability (MAV) record to enable the recording of different subject groups on different deliveries of a module.
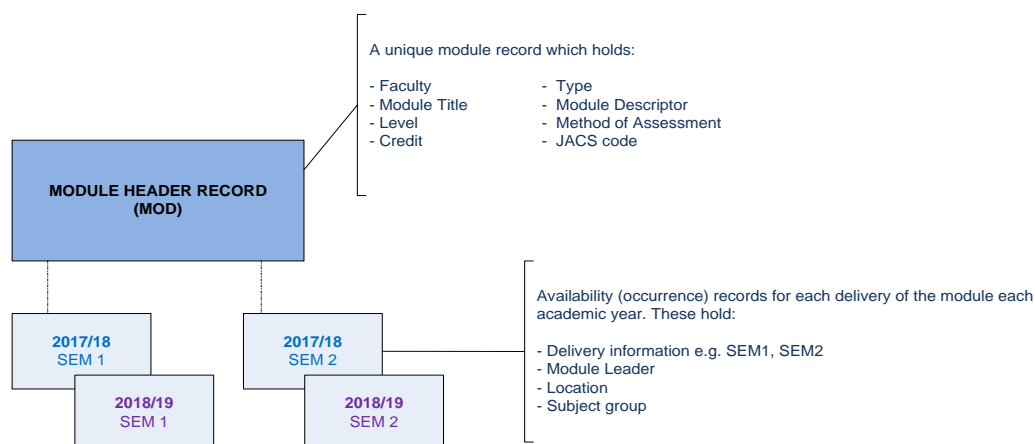
2   Definition of a "Module" Record (MOD)

The following eight items are those that define a module and make it unique.

1	*Faculty*	*5*	*Type* - (for SITS processing). eg. compensatable / not compensatable modules or QTS/Non QTS versions of modules
2	*Module Title*	*6*	*Module Descriptor*
3	*Level*	*7*	*Method of Academic Assessment* - the type and weighting of the assessment on the module - such as 50% Coursework and 50% Exam
4	*Credit*	*8*	*JACS code* - the academic subject of a module.

Where any of the above items are **different** then this will be classed as a **different** module, and hence have a different Module (MOD) code. However, where all of the above items are the **same** then this will be classed as the **same** module and hence have the same Module (MOD) code but different delivery/occurrences will be set up. See example below:
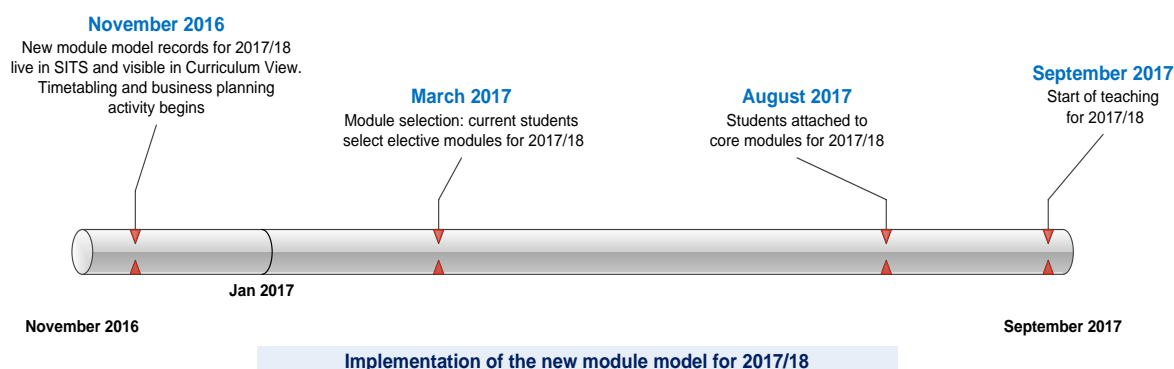
Module Records in SITS

A unique module record which holds:

- Faculty   - Type
- Module Title   - Module Descriptor
- Level   - Method of Assessment
- Credit   - JACS code

MODULE HEADER RECORD (MOD)

2017/18 SEM 1

2018/19 SEM 1

2017/18 SEM 2

2018/19 SEM 2

Availability (occurrence) records for each delivery of the module each academic year. These hold:

- Delivery information e.g. SEM1, SEM2
- Module Leader
- Location
- Subject group

3   Implementation of the new Model

3.1   Timing

The new module codes will be introduced for modules delivered from the **start of the 2017/18** academic session. The timeline for implementation is as follows:

November 2016
New module model records for 2017/18 live in SITS and visible in Curriculum View. Timetabling and business planning activity begins

March 2017
Module selection: current students select elective modules for 2017/18

August 2017
Students attached to core modules for 2017/18

September 2017
Start of teaching for 2017/18

Jan 2017

November 2016

September 2017

Implementation of the new module model for 2017/18

3.2   Scope

The implementation of the new module model has provided an opportunity to 'cleanse' the current module population within SITS and therefore a large number of old modules that are no longer running have not been converted to the new model. This has reduced the population of Module records by **almost 50%** (from approx. 8,500 to 4,500) and the population of Module Availability records by **around 35%** (from approx. 10,000 to 6,500).

3.3   Mapping of Old to New Codes

For every module and module delivery record converted to the new model, the new module code and occurrence code is held in SITS. The INSERT REPORT LINK, can be used to identify the new module code and occurrence code for a module, or to see if a module has not been converted.