

Course Design Guidance

Undergraduate

This document provides guidance for colleagues involved in approval processes under the new Academic Framework. It is hoped that the information contained in this guide will provide clarity when designing new undergraduate courses / subjects or making amendments to existing courses / subjects.

UNDERLYING PRINCIPLES

- Progression should be based upon a linear model of progress through discrete levels of study
- There is a minimum limit of Compulsory modules that programmes can opt to exceed
- There is a maximum limit of Optional modules that programmes will not be able to exceed
- Progression rules have been simplified with the deployment of pre- or co-requisite modules superseded by a well-defined core of compulsory modules
- All Programmes will have a compulsory Semester 1 for students entering Level 4
- The minimum number of Level 6 credits that a student must pass to graduate is 120
- Work Based Learning and Independent Study modules sit outside the maximum number of optional modules permitted at each level of study, providing they do not require a specific room or other logistical arrangements, and with the proviso that they are not used as a standard option that simply increases the number of options for all students. The maximum number of credits allowed for these modules is 30 in total per level, distributed in two single modules
- Modern Languages and Academic English Modules also sit outside the maximum number of optional modules permitted at each level of study

SINGLE HONOURS

LEVEL 4
<p>Programmes of study at level 4 should carry 120 credits distributed as follows:</p> <ul style="list-style-type: none"> • Compulsory: Minimum of 90 credits (6 module credits) at level 4 • Optional: Maximum of 30 credits (from a choice of maximum 60) <p>All Programmes will have a compulsory Semester 1 for students entering Level 4</p>
LEVEL 5
<p>Programmes of study at level 5 should carry 120 credits distributed as follows:</p> <ul style="list-style-type: none"> • Compulsory: Minimum of 60 credits (4 module credits) at level 5 • Optional: Maximum of 60 credits (from a choice of maximum 120) <p>30 credit level 5 modules which span an entire academic year should be avoided if a subject wishes to encourage students to go on exchange</p>
LEVEL 6
<p>Programmes of study at level 6 should carry 120 credits distributed as follows:</p> <ul style="list-style-type: none"> • Compulsory: Minimum of 30 credits (2 module credits) at level 6 • Optional: Maximum of 90 credits (from a choice of maximum 150) <p>Students must pass a minimum number of 120 Level 6 credits to graduate</p>

JOINT HONOURS

Please note that Joint Honours programmes will only be available in the Faculty of Humanities and Social Sciences.

SUBJECT A	SUBJECT B
LEVEL 4	
<ul style="list-style-type: none"> • Compulsory: Minimum of 45 credits (3 module credits) at level 4 • Optional: Optional pool of maximum 30 credits 	<ul style="list-style-type: none"> • Compulsory: Minimum of 45 credits (3 module credits) at level 4 • Optional: Optional pool of maximum 30 credits
All Programmes will have a compulsory Semester 1 for students entering Level 4	
LEVEL 5	
<ul style="list-style-type: none"> • Compulsory: Minimum of 30 credits (2 module credits) at level 5 • Optional: Optional pool of maximum 60 credits 	<ul style="list-style-type: none"> • Compulsory: Minimum of 30 credits (2 module credits) at level 5 • Optional: Optional pool of maximum 60 credits
30 credit level 5 modules which span an entire academic year should be avoided if a subject wishes to encourage students to go on exchange	
LEVEL 6	
<ul style="list-style-type: none"> • Compulsory: Minimum of 30 credits (2 module credits) at level 6** • Optional: Optional pool of maximum 60 credits 	<ul style="list-style-type: none"> • Compulsory: Minimum of 30 credits (2 module credits) at level 6** • Optional: Optional pool of maximum 60 credits
<p>** The programme spec and programme handbook will make clear that students will require only a double L6 module.</p> <p>*** For Joint Honours programmes, the maximum number of options at level 6 is limited to 120 credits across both subjects (not 150 credits as in single honours). This is because Joint Honours students must take a minimum of 30 credits from each contributing subject.</p>	

Also, please remember that:

- Students must undertake a minimum of 45 credits from each subject at Level 4, and 30 credits from each subject at Levels 5 and 6.
- Students can only register on specific Joint Honours Programmes (combinations of subjects) as advertised through UCAS and the university website.
- The list of compulsory and optional modules for a particular subject within a Joint Honours Programme cannot vary depending on what that subject is combining with.
- There will be no prerequisite status in the new awards, in consequence, modules that students cannot successfully engage in based upon the compulsory content should not be listed as options in the Joint Honours awards.
- The existing titles of Major and Minor will no longer pertain, students now:
 - Can choose freely from the remaining optional modules offered by each programme and elect optional modules without regard for balance or other programme requirements.
 - Will graduate with the title of BA Hons in Programme A and Programme B. The title will be generated alphabetically, not by the relative number of modules chosen.
- The modules made available as the Joint Honours programmes offer will be validated as part of the Programme Specifications for the Single Honours programmes.