**Unit description template**

**\*Hover over number in shaded cells to see guidance notes\***

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| **Unit code[[1]](#endnote-1)** |  |
| **Unit title[[2]](#endnote-2)** |  |
| **Date unit first approved:** |  |
| **Date of approval of this version:** |  |
| **Date this version is effective from:[[3]](#endnote-3)** |  |

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| **For unit changes please [x] indicate the nature of the change(s): *[Leave blank for new units]*** |
| Title: |  | Level: |  | Period offered: |  | Description text (e.g. content): |  |
| Assessment: |  | Withdrawal of unit: |  | Credits/Study Hours: |  | Requisites: |  |
| Other (please list): |  |
| **For changes which affect cohorts in other departments/schools, have the affected schools/departments been consulted?** | *Yes / No / Not applicable* |

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| **Unit provider/Home Department[[4]](#endnote-4)** |  |
| **Teaching provider[[5]](#endnote-5)** |  |
| **Unit Convenor[[6]](#endnote-6)** |  |

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| **Credits[[7]](#endnote-7)** |  |
| **Level[[8]](#endnote-8)** |  |
| **Total study hours[[9]](#endnote-9)** |  |
| **Aims[[10]](#endnote-10)** |  |
| **Learning Outcomes[[11]](#endnote-11)** |  |
| **Skills[[12]](#endnote-12)** |  |
| **Content[[13]](#endnote-13)** |  |

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| ***Availability of unit:*** |
| **Period in which the unit will run[[14]](#endnote-14)** |  |
| **Availability[[15]](#endnote-15)** |  |
| **Number of students[[16]](#endnote-16)** |  |
| **Will the unit be available to…** |
| **Final Year Undergraduates?** | *Yes/No* | **Visiting students?** | *Yes/No* |
| **Non-Final Year Undergraduates?** | *Yes/No* | **Postgraduate students?** | *Yes/No* |

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| ***Relationship to other units (irrespective of programme of study):*** |
|  | **Compulsory** | **Recommended** |
| **Pre-requisites[[17]](#endnote-17)** |  |  |
| **Co-requisites[[18]](#endnote-18)** |  |  |
| **Post-requisites[[19]](#endnote-19)** |  |  |
| **Forbidden combinations[[20]](#endnote-20)** |  |  |
| **Other requisites or recommendations[[21]](#endnote-21)** |  |

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| ***Assessment (indicate lengths):*** | ***% Weighting[[22]](#endnote-22)***  |
| **Assessed coursework[[23]](#endnote-23)** |  |  |
| **Practical classes[[24]](#endnote-24)** |  |  |
| **Written examinations[[25]](#endnote-25)** |  |  |
| **Oral examinations** |  |  |
| **Other (please specify)** |  |  |

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| ***Supplementary Assessment (tick ONE relevant assessment and give further details as indicated):*** |
| **Like-for-like reassessment[[26]](#endnote-26)** |  | **Written examination only[[27]](#endnote-27)** |  |
| **Coursework only[[28]](#endnote-28)** |  | **Mandatory extra work[[29]](#endnote-29)** |  |
| **Other (please specify[[30]](#endnote-30)** |  |

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| ***Unit Delivery Information:*** |
|  | **Please indicate hours per week and resource required (e.g. GTA, GTA flat, Computer lab, dept lab etc)** | **Week Numbers:** | **Size of group** |
| **a) Lectures[[31]](#endnote-31)** |  |  |  |
| **b) Seminars/Tutorials[[32]](#endnote-32)** |  |  |  |
|  |  |  |  |
| **c) Practical classes (labs, computers, language, etc.)[[33]](#endnote-33)** |  |  |  |
|  |  |  |  |
| **d) Workshop** |  |  |  |
| **e) Field courses** |  |  |  |
| **f) Other (please specify)[[34]](#endnote-34)** |  |  |  |
| **Any special facilities required:** |  |
| **Shared teaching[[35]](#endnote-35)** |  |

1. *Provided centrally (eg PL30001).*  [↑](#endnote-ref-1)
2. *Maximum length 120 characters (including spaces)* [↑](#endnote-ref-2)
3. *Academic year from which this version will be effective* [↑](#endnote-ref-3)
4. *Which Department/School will have responsibility for the unit in terms of organisation/timetabling/examining etc.* [↑](#endnote-ref-4)
5. *List all the Departments involved in the teaching of the unit – this will determine the unit code. Please supply approximate percentage breakdown by cost centre.* [↑](#endnote-ref-5)
6. *Person to be named in SAMIS as e.g. “unit coordinator”, “teaching coordinator”. This person will then be Moodle and unit evaluation co-ordinator* [↑](#endnote-ref-6)
7. *ECTS credits. Can be 3, 6, 9 or 12 credits (or more for placement/project/study abroad units) depending on the quantity of study time (see* [*QA3*](http://www.bath.ac.uk/quality/documents/QA3.pdf) *Annex A 1.6)* [↑](#endnote-ref-7)
8. *4, 5, 6, 7, 8 (or non-credit). See* [*http://www.bath.ac.uk/catalogues/information/glossary/unitlevels.html*](http://www.bath.ac.uk/catalogues/information/glossary/unitlevels.html) *for further information on unit levels.*  [↑](#endnote-ref-8)
9. *Includes teaching, study time and any preparation for classes e.g. 120 for a 6 credit unit, 240 for a 12 credit unit* [↑](#endnote-ref-9)
10. *“The aim of this unit is to.....” Should answer 2 questions: What is the purpose of this unit? What is this unit trying to achieve?* [↑](#endnote-ref-10)
11. *What the student should be able to do after completing the unit: ‘After successfully completing this unit students will be able to ... eg ... ...*

	* *Demonstrate an understanding of...*
	* *Show awareness of ......*
	* *Critically evaluate....*
	* *Design, conduct and critique original research to ...”.**Use verbs which are appropriate to the level of the unit.*  [↑](#endnote-ref-11)
12. *List intellectual, professional, practical, key skills and indicate whether these are taught (T), facilitated (F) and/or assessed (A)* [↑](#endnote-ref-12)
13. ‘Content (syllabus): a summary, not exceeding 300 words. Reading lists or details of individual lectures should not be included since any changes will require approval’. [↑](#endnote-ref-13)
14. *e.g. Semester 1, Semester 2, Academic Year, Dissertation Period etc. (this should be used in conjunction with programme description templates to indicate how the unit slots into a specific programme of study)* [↑](#endnote-ref-14)
15. *List programmes on which the unit will be available* [↑](#endnote-ref-15)
16. *Estimate the number of students allowed to study the unit* [↑](#endnote-ref-16)
17. *Units which must be taken before this unit* [↑](#endnote-ref-17)
18. *Units which must be taken at the same time as this unit* [↑](#endnote-ref-18)
19. *Units which must be taken after this unit* [↑](#endnote-ref-19)
20. *Units which must not be taken with this unit* [↑](#endnote-ref-20)
21. *Eg “A-level Mathematics”, or “students are advised to read XXX. before commencing this unit”; indicate whether required or advisory* [↑](#endnote-ref-21)
22. *All elements of assessment to add up to a total of 100%* [↑](#endnote-ref-22)
23. *e.g. 3000 word report or essay, Weighting: 30%* [↑](#endnote-ref-23)
24. *e.g. Laboratory reports, Weighting: 10%* [↑](#endnote-ref-24)
25. *e.g. 1 x 2 hours, Weighting: 60%* [↑](#endnote-ref-25)
26. *To be used where the form of supplementary assessment for the unit requires students to repeat exactly the form of the initial assessment, i.e. to repeat each failed element from the initial assessment items listed above. (Note this may not be practical if the initial assessment contains presentations or similar.)* [↑](#endnote-ref-26)
27. *To be used where the form of supplementary assessment for the unit requires students to sit an examination during the University supplementary assessment period as a complete replacement of all elements of the initial assessment. Specify duration of examination* [↑](#endnote-ref-27)
28. *To be used where the form of supplementary assessment for the unit requires students to submit a piece of coursework as a complete replacement of all elements of the initial assessment. Specify type/length of coursework* [↑](#endnote-ref-28)
29. *To be used where the form of supplementary assessment for the unit requires students to submit the same examination paper as for the initial assessment, answer all questions and achieve a pass mark of 70% as a complete replacement of all elements of the initial assessment* [↑](#endnote-ref-29)
30. *If the normal form of supplementary assessment for a unit is different from each of the above, use this section to define the form that reassessment will take.* [↑](#endnote-ref-30)
31. *e.g. 1 hour, twice per week, Week numbers: 1 - 10. Please include an indication of the teaching space required.*  [↑](#endnote-ref-31)
32. *e.g. Group A 1 hour per week, Week numbers: 1 – 5; e.g. Group B 1 hour per week, Week numbers: 1 - 5* [↑](#endnote-ref-32)
33. *e.g. Group A 1 hour per week, week numbers: 1, 3, 5, 7; e.g. Group B 1 hour per week, Week numbers: 2, 4, 6, 8* [↑](#endnote-ref-33)
34. *e.g. placements* [↑](#endnote-ref-34)
35. *Does this unit share teaching with any other unit? This is not encouraged but is important to know for timetabling.*

*Note: if in completing this form you have any questions, please contact your Faculty/ School Assistant Registrar in the first instance.* [↑](#endnote-ref-35)