**Unit description template – field explanations**

|  |  |
| --- | --- |
| **Unit code** | *Provided centrally* |
| **Date unit first approved:** | *Enter the date when the unit was first approved* |
| **Date of approval of this version:** | *Enter the date that this version was approved* |
| **Date this version is effective from:** | *Enter the academic year from which this version will be effective* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **For unit changes please 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* | |

|  |  |
| --- | --- |
| **Unit title** | *Enter the title of the unit [NB. Maximum length 120 characters]* |
| **Unit provider** | *Which Department/School will have responsibility for the unit in terms of organisation/timetabling/examining etc.* |
| **Teaching provider** | *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.* |
| **Aims** | *A statement of the aims of the unit* |
| **Learning Outcomes** | *A statement of the learning outcomes of the unit, i.e. what the student should be able to do after completing the unit* |
| **Skills** | *List intellectual, professional, practical, key skills and indicate whether these are taught, facilitated and/or assessed* |
| **Content** | *Content (syllabus) - should not exceed 300 words* |
| **Credits** | *ECTS credits. Can be 3, 6, 9 or 12 credits depending on the quantity of study time (see* [*QA3*](http://www.bath.ac.uk/quality/documents/QA3.pdf) *Annex A 2.6)* |
| **Level** | *4, 5, 6, 7, 8 (or non-credit). For units on Masters programmes, please indicate if this unit will also be available to undergraduate students.* |
| **Total study hours** | *Includes teaching, study time and any preparation for classes e.g. 100* |
| **JACS code(s)** | *The four-digit alpha-numeric code indicating the subject of study. JACS codes are used by HEFCE in the allocation of funding for Strategically Important and Vulnerable Subjects (SIVS). Please see the programme and unit catalogue web pages (*[*Programme & Unit Catalogues - University of Bath*](http://www.bath.ac.uk/catalogues) *) for further information.* |
| **HESA Cost Centre(s)** | *The HESA cost centre(s) must be that/those of the staff member(s) teaching the unit to ensure consistent external reporting. Please see the programme and unit catalogue web pages (*[*Programme & Unit Catalogues - University of Bath*](http://www.bath.ac.uk/catalogues)*) for further information.* |
| **Contact person** | *Person to be named in SAMIS as e.g. “unit coordinator”, “teaching coordinator”. This person will then be Moodle and unit evaluation co-ordinator* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Availability of unit:*** | | | | |
| **Period in which the unit will run** | *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)* | | | |
| **Location of study** | *e.g. Claverton Campus/Partner Institution* | | | |
| **Availability** | *Please indicate restrictions eg students studying particular programme(s), maximum number of students allowed to study the unit.* | | | |
| **Will the unit be available to…** | | | | |
| **…Final Year Undergraduates?** | | *Yes/No* | **…Visiting students?** | *Yes/No* |

|  |  |
| --- | --- |
| ***Relationship to other units (irrespective of programme of study):*** | |
| **Pre-requisites** | *Units which must be taken before this unit* |
| **Co-requisites** | *Units which must be taken at the same time as this unit* |
| **Post-requisites** | *Units which must be taken after this unit* |
| **Forbidden combinations** | *Units which must not be taken with this unit* |

|  |  |
| --- | --- |
| ***Assessment (indicate lengths and weightings):*** | |
| **Assessed coursework** | e.g. 3000 word report or essay 30% |
| **Practical classes** | e.g. Laboratory reports: 10% |
| **Written examinations** | e.g. 1 x 2 hours: 60% |
| **Oral examinations** |  |
| **Other (please specify)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Supplementary Assessment (tick the relevant assessment and give further details as indicated):*** | | | |
| **Like-for-like reassessment** | *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.* | **Written examination only** | *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* |
| **Coursework only** | *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* | **Mandatory extra work** | *To be used where the form of supplementary assessment for the unit requires students to submit the examination paper for the initial assessment and achieve a pass mark of 70% as a complete replacement of all elements of the initial assessment* |
| **Other (please specify** | *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.* | **Not applicable** | *Supplementary assessment not applicable (e.g. placement units or finalist unit not DEU).* |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Timetabling Information (ONLY TO BE COMPLETED FOR NEW UNITS):*** | | | |
|  | **Please indicate hours per session, sessions per week & semester week numbers** | **Staff member who will teach** | **Size of group** |
| **a) Lectures** | e.g. 1 hour, twice per week,  Weeks 1-10 | R Bracken | 60 |
| **b) Seminars/Tutorials** | e.g. Group A 1 hour per week,  Weeks 1-15 | L Valley | 20 |
|  | e.g. Group B 1 hour per week,  Weeks 1-15 | B Rambles | 20 |
|  | e.g. Group C 1 hour per week,  Weeks 1-15 | L Rose | 20 |
| **c) Practical classes (labs, computers, language, etc.)** | e.g. Group A 1 hour per week,  Weeks 1,3,5,7,9,11,13, | R Bush | 20 |
|  | e.g. Group B 1 hour per week,  Weeks 2,4,6,8,10,12,14 | B Lizzie | 20 |
|  | e.g. Group C 1 hour per week,  Weeks 1,3,5,7,9,11,13 | H Be | 20 |
| **d) Workshop** |  |  |  |
| **e) Field courses** |  |  |  |
| **f) Other (please specify)** | e.g. placements |  |  |
| **Private study time (estimate of time and indication of how it might be used)** | e.g. 25: 12 hours preparation for classes and 13 hours reading | | |
| **Any special facilities required:** |  | | |
| **Shared teaching** | Does this unit share teaching with any other unit? This is not encouraged but is important to know for timetabling. | | |