NEW MODULE GUIDELINES

Full University Guidelines are available for downloading at:

Online tutorials for using the Department Module Information System (DMIS) are available at:

Credit Weighting: As appropriate.
Teaching Period(s): As appropriate.
No. of Students: Minimum must be 6; maximum at the discretion of the Department (and the size of the room).
Pre-requisite(s): As appropriate.
Co-requisite(s): As appropriate.

Teaching Methods: For regular undergraduate taught courses, there should be 24 contact hours (lectures, seminars, workshops, etc.) per 5 credit module; 48 contact hours per 10 credit module etc. However, where blended learning and online learning are involved, there may be further variety and flexibility in the teaching methods (e.g. online tutorials, digital discussion boards, virtual or flipped classrooms, etc. etc.). There may also be more flexibility with the structure of postgraduate courses (which frequently have fewer formal contact hours).¹

Module Co-ordinator: As appropriate. However, it is not a good idea to have the same person listed as module co-ordinator for all/most modules in a particular subject/course.
Lecturer(s): As appropriate.

Module Objective(s): Short and pithy; do not repeat learning outcomes here. You may wish to include more than one objective. Max 50 words.
You might use phrases such as: ‘To give students an understanding of...’; ‘To give students an appreciation of...’; ‘To make students familiar with...’; ‘To ensure that students know...’; ‘To enable students to experience...’; ‘To provide students with the opportunity to...’; ‘To assist student develop...’; ‘To enable students to demonstrate...’, etc. etc.

Module Content: Short and pithy; do not repeat learning outcomes here. Max 100 words. You might list here the titles of the topics/areas covered in the module.

Learning Outcomes: These should number 4 minimum; 7-8 maximum. On successful completion of this module, students should be able to ... followed by active verbs such as the following:
apply; appraise; critically analyse; critically assess; define; describe in detail;

¹ Note: The ECTS (European Credit Transfer and Accumulation System) is the EU third-level standard. Under this, an academic year contains 60 ECTS credits, equivalent to 1500–1800 hours of study (i.e. 125-150 hours per 5-credit module, between formal contact hours, assigned reading, on-line participation etc. etc.).
demonstrate; design; discuss in detail; employ; evaluate; examine; explain; explicate; give an overview; identify; interpret; outline; provide examples; structure a research paper; theorise and critique; trace; etc. etc.²

Assessment: These marks should be distinguished from marks for participation. Total Marks: 100 for 5 credit module; 200 for 10 credit module etc.

- For continuous assessments, various methods may be used such as presentations, digital and online exercises, learning journals, reflective logs etc., etc.
- For written assessments, please give indicative word counts and the marks allotted to these (e.g. 1 x 2,000-word journal (60 marks); 1 x in-class presentation (40 marks)).
- Written assignments fall typically in the range of 2,500-4,000 words for 100 marks and 4,000-6,000 words for between 100-200 marks. These figures are indicative only; disciplinary norms obviously take precedence.
- Marks should regularly not be awarded for attendance unless it is for attending something specific outside the regular classroom setting such as Field trip attendance, visit to an archive, archaeological dig etc.
- Many modules, particularly those involving seminars, now offer marks for ‘participation’. The amount of such marks on offer should be quite small and should not exceed 20% (at an absolute maximum, with a smaller percentage encouraged). Lecturers must think about how such ‘participation’ might best be measured, i.e. through posts on Blackboard, reflective learning comments etc. etc.
- As module deadlines are not updated year on year, assignment deadlines should not be inserted. Better to use a covering line such as ‘the assignment should be submitted on a date prescribed by the Department / School’.

Marcál: (e.g.) Marc ar fad 300: scrúdú scrioфа foirmiúil 200 marc; an obair a dhéanfaí i gcaitheamh na bliana 40 marc; scrúdú cainte dheireadh na bliana 50 marc; páirt a ghlacadh sa rang comhrá 10 marc].

Compulsory Elements: Continuous Assessment; Formal Written examination; Attendance at placement / class; Students must achieve pass judgements in their skills practicals and in their coursework, etc. etc.

Penalties (for late submission of Course/Project Work etc.): Many options: Not applicable. No penalties.
Where work is submitted up to and including 7 days late, 10% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 20% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall be assigned a mark of zero.
Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14

² Note: When writing Learning Outcomes, the received wisdom is that it is better to use active verbs and to avoid using terms such as ‘know’, ‘understand’, ‘demonstrate knowledge’ and ‘be familiar with’ as these terms belong to the language of aims and objectives. It is advised that, in devising these, module co-ordinators might think about what students should be able to DO in order to demonstrate that they understand or can demonstrate knowledge about a topic. Full details about the writing of learning outcomes are given in the UCC publication ‘Writing and Using Learning Outcomes: A Practical Guide’ available at: https://cora.ucc.ie/handle/10468/1613.
days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall be assigned a mark of zero. Work which is submitted late shall be assigned a mark of zero (or a Fail Judgement in the case of Pass/Fail modules).

Pass Standard and any Special Requirements for Passing Module:
Many options:
40% / overall module mark of
40%. 50% (in certain cases).
Pass / Fail Judgement only.
In order to pass the module, a student must achieve at least 40% in both the formal written exam and the continuous assessment.
In order to pass the module, a student must achieve 40% overall in the formal written exam / the continuous assessment / the oral examination etc. etc.
Expected attendance levels can also be mentioned here (e.g. if a student misses more than 20% of scheduled lectures, s/he automatically fails the module). Professional requirements may also be mentioned here if relevant.
Formal Written Examination:
1 x 1.5 hr(s) paper(s) to be taken in [give date]; Formal Written Examination; No Formal Written Examination.

Requirements for Supplemental Examination:
Some thought should be given to how oral work, participation and group work might best be reassessed. Many options:
1 x 1.5 hr(s) paper(s) to be taken in Autumn 20XX. Marks in passed element(s) of Continuous Assessment are carried forward, Failed element(s) of Continuous Assessment must be repeated.
1 x 1.5 hr(s) paper(s) to be taken in Autumn 20XX. This examination paper incorporates continuous assessment elements, i.e. end of semester exam and in-class tests.
1 x 1.5 hr(s) paper(s) to be taken in Autumn 20XX. Marks in passed element(s) of Continuous Assessment are carried forward, Failed element(s) of Continuous Assessment must be repeated (any failed or non-submitted element of continuous assessment, as prescribed by the School, must be submitted in the autumn on a date prescribed by the School).
1 x 1.5 hr(s) paper(s) to be taken in Autumn 20XX. Marks in passed element(s) of Continuous Assessment are carried forward, Failed element(s) of Continuous Assessment must be repeated (Students must submit alternative assessment(s) in lieu of any failed element(s) of Continuous Assessment).
Marks in passed element(s) of Continuous Assessment are carried forward, Failed element(s) of Continuous Assessment must be repeated (any failed or non-submitted essays, as prescribed by the School, must be submitted in the autumn on a date prescribed by the School).
No supplemental examination unless condition(s) are met (Students may be permitted to repeat failed Continuous Assessment only if they have attended and participated in the associated practical classes during the year. Marks in passed elements of Continuous Assessment are carried forward).

[Riachtaíais um Scrúdú Breise: (e.g.) 1 x páipéar 1.5 (h)uair(e) an chloig le déanamh san Fómhar 20XX. Páipéar breise uair an chloig le déanamh in ionad obair na bliana. Scrúdú cainte].