

LEARNING AND TEACHING BOARD

Standing Group on Standards

Module codes

The Learning and Teaching Board approved the following policy in respect of module codes.

- the 4-code is currently reserved in Banner to denote PGCE modules and other non-credit bearing modules. To allow its use for credit-bearing postgraduate modules would result in an inconsistent approach to module coding within Banner and would complicate searches of the catalogues based on the use of that particular digit;
- the 4-code has historical implications in respect of the module pass mark;
- first degree Masters programmes must include a minimum number of postgraduate credits. The convention in the University is that highest level undergraduate modules are identified as DEPT3XXX whilst all postgraduate modules are identified as DEPT5XXXM;
- there is no compelling reason why a distinction needs to be drawn between M-level modules taken as part of a postgraduate programme or as part of a first degree Masters programme;
- since the pass mark for undergraduate and postgraduate modules is different the use of a module code not widely understood as being either postgraduate or undergraduate may both confuse students and lead to inconsistent treatment in Banner or other grading/classification tools (such as SPARCS);
- to ensure consistency in the catalogues undergraduate and postgraduate modules should be listed separately with no overlap;
- the listing in the programme catalogue contains hotlinks to the constituent modules;
- strictly speaking the term 'undergraduate Masters' applied to a programme is a contradiction in terms, since a Masters degree is universally recognised as being a postgraduate qualification. Awards such as the MMath, MEng, MGeog and MChem are postgraduate awards since they are located within the HE Qualifications Framework at the M level.

The Group confirmed that the current convention for module coding, as implemented both in the module catalogues and in Banner, should continue to operate.

The Group also agreed that when a module is amended its code should not be altered unless the amendment is of such extent that it would affect the ability of a student taking the module as a re-sit, or as a delayed first attempt, to pass. Such amendments would likely be of such significance that a revised module title would be required as well.

It was agreed that:

(a) **all modules codes should consist of 7-9 characters in the form DEPTXXXXM, where:**

DEPT = identifies the parent school, usually 4 letters (occasionally 3).

XXXX = unique module number, always 4 digits.

the first digit identifies the level of study:

0 – pre-degree level

1, 2, 3 - UG levels

4 - PGCE and other non-credit bearing modules

5 - PG level

6, 7 - not used

8, 9 - study away from the university, e.g., abroad, in industry, etc.

the other three digits are the school's own choice.

M = suffix indicating a 'new' weighting PG module.

- (b) **undergraduate and postgraduate modules should be listed only in the relevant module catalogue irrespective of which programmes they are included in;**
- (c) **when convenient and if possible, the M suffix should be deleted from the module code;**
- (d) **when a module is amended its code should not be altered unless the amendment is of such extent that it would affect the ability of a student taking the module as a re-sit, or as a delayed first attempt, to pass.**

GBR/QMEU
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