MODULE CO-ORDINATOR HANDBOOK

Collaborative Partners (Validated Programmes)

August 2024

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PART 1A

Who is this handbook for?

This handbook is for staff working at collaborative partner organisations, who are responsible for running a QMU module. It is assumed that the module has been designed by QMU and is either a direct copy of a module delivered at QMU or adapted from a similar module.

What does the handbook cover?

The handbook covers the basic points you need to know to run a QMU module. More detailed information on procedures and regulations can be found on our website: https://www.qmu.ac.uk/about-the-university/quality/committees-regulations-policies-and-procedures/regulations-policies-and-procedures/

As module co-ordinator it is your responsibility to ensure that your module follows the correct procedures and regulations. Your Programme Leader has overall responsibility for the day-to-day management of the programme and should be consulted for advice if you are in doubt.

Key contacts and sources of help:

> Your Programme Leader is the key contact for course organisation at your own institution.
> Your programme administrator can help with student records and assessment arrangements.
> The Collaborative Academic Lead can help with any queries about QMU processes and regulations.
> The QMU module co-ordinator who is responsible for the same module at QMU (your QMU module counterpart) can advise you on specific questions about your module.
> The Academic Administration team at QMU (also known as 'the School Office' or 'Collaborations') will deal with all queries relating to student records and marks. collaborations@qmu.ac.uk
> For IT problems or technology queries, contact helpdesk@qmu.ac.uk

(You may want to record the names and email addresses of key contacts here)

Role	Name	Contact email

What information will you receive from QMU?

For each module, we will supply:

       Module descriptor
       Outline learning and teaching materials
       Suggested week-by-week breakdown of teaching.
       Exam papers and assignment specifications
       Model answers and marking criteria for the above
       Guidelines to be provided for students regarding the assignments

We set up a site on our virtual learning environment (Canvas) for each module and include key information there.

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Module descriptors   what each section means

Title   The official title that will appear in exam board documentation and

process as an appropriate method of assessing the learning outcomes. It cannot be changed without approval from QMU.

The word count (for written work), duration (for exams and presentations) or other parameters are specified to ensure that all students know what to expect. There are penalties for going over the word count and students should not be allowed to overshoot their allotted time for a presentation.

Assessment weightings tell you how the overall mark for the module will be calculated when two or more marks are put together. If there are two components of assessment, weighted at 70% and 30% respectively, the mark is calculated by adding 70% of the first mark to 30% of the second mark. The QMU computer system does all this automatically. All you need to do is to provide the percentage mark for each component and the computer will calculate the overall mark.

Pass mark and compensation	The standard undergraduate pass mark is 40%; postgraduate 50%. If a module has more than one assessment component, unless otherwise stated all undergraduate components must be passed with a minimum of 30%, all postgraduate components with a minimum of 40%. See [Assessment Regulations](#).
	Occasionally a module descriptor specifies that students must pass individual components separately, ie there is no compensation. This is usually only for modules that relate to key skills for professional registration.
Anonymous marking	Normally, assessments will be identified by matriculation number only and will be marked anonymously.
	It is recognised that some assessments cannot be anonymous, eg presentations, OSCEs, performances. In some cases, the student will be identifiable as the marker has worked with them during the semester, eg Honours Projects.
Learning experiences	This section provides information about the different types of activities the student should engage in during the module. This tells you how many hours of lectures, tutorials and practical classes you are expected to deliver. It is okay for you to add additional classes if you feel they are needed but you must provide the minimum amount set out here. You are not required to outline the teaching pattern in this section, for example, what learning experience will happen when. This allows for flexibility when delivering the module.
	Note that QMU normally allows about 30 hours of contact time per 20

credit module. We provide less contact time the higher the SCQF

Practicals and workshops	These are sessions in which students practise their practical / clinical skills
IT workshops	These take place in a classroom with computers and are dedicated to teaching students how to use the software they need. They may also be used to engage students with electronic resources that help them learn more about their subject, such as through simulations, online quizzes and so on.
Directed reading	This is where students are set tasks and asked to read material in between classes, in their own time.
Self-directed learning	

For each piece of written work, include a copy of the feedback written by the original marker for the student. (Assessments marked online include the feedback automatically.)

The size of the sample moderated must be at least the square root of the total number of students (rounded to the nearest whole number) plus all borderline fails. The sample should include a range of performance and the minimum size should be six pieces of assessed work.

Complete list of marks, broken down by component. Each mark should be recorded as a percentage. For example, if a piece of work was marked as 30 out of 60 this should be recorded as 50%.

Percentage weighting of each component of asse71 0 59.98 Tm0 .01me

Next, you need to change your password to something that is personal to you. This will stop anybody else logging in to your account. To change your password go to https://passwordreset.microsoftonline.com/

> Your password must be at least 7 characters long. This makes it much more difficult for the password to be guessed or 'cracked'.
> Your password must contain 3 of these 4 types of character:
> - o Uppercase letters (ie A to Z)
> - o Lowercase letters (ie a to z)
> - o Numbers (ie 0 to 9)
> - o Non-alphabetic characters (ie $, !, £, % etc)
> - o An example of a suitable password would be: *Fr@nce98*
> Your password cannot be the same as your username. This would be a very insecure password, as it is very easy to guess.
> Your password cannot contain your full name or part of your name.

You will use the same username and password to access the following systems:

> Canvas (virtual learning environment)
> Library
> E-Portfolio (if applicable to your course)
> QMU Email
> QMU remote desktop

For security reasons, passwords only last for one year. You can use your diary or an online calendar to set a reminder to yourself to reset your password before it lapses.

Canvas (if applicable to your programme)

You can log in at [Dashboard (qmu.ac.uk)](#)

Here you will find a user guide for students. You should have been added to all your modules but if not, contact your Collaborative Academic Lead or the School Office.

In many programmes Canvas is used for submitting assignments. It also provides access to the plagiarism checking software, Turnitin.

If you have a problem with logging in, check the following:

> Has your password lapsed? (Passwords only last for one year) If yes, then reset as described in section 3 above.
> Is your password ok but you can't get on to Canvas? Contact helpdesk@qmu.ac.uk and provide details of the problem.
> Can you log in but not see your modules? Contact collaborations@qmu.ac.uk and they will add you to the right modules.

Library

With your QMU

When you find a useful article you will click on the link to read it. At this point, you may see only the abstract. There may be options on the screen to pay to download the full article or you may see a message saying you don't have access. Don't panic! You can use our Shibboleth service to log in and access the full text without paying anything. Look for the "Shibboleth, Institutional, or Federation login" link, select Queen Margaret University from the drop down list and enter your normal QMU username and password when prompted.

Reading, referencing

Personal tutoring

As well as advising students about your own particular module, you will be expected to help students with their general personal and academic issues. This is an additional role which does not relate to the module you are teaching on. Ask your Programme Leader about your institution's policy and procedures for supporting students.

You can see the QMU procedures and guidance relating to personal academic tutoring under Policies and Codes on the [Quality website](#).