

Adding a new module to an existing programme

KB0010019



Introduction

Within LJMU modules never exist in isolation - they are always attached to a programme. That means that the creation of a new module should be considered as a form of programme amendment.

Programme amendment

In Courseloop search for the programme that you wish to amend.

Then click on the three dots and select revise:

Academic Items

My Academic Items

+

Show applied filters

35911	Law				PROGRAMME
	STATUS	STAGE	APPROVAL LEVEL	VERSION	
	2022	Approved	COMPLETE	DATA MIGRATION	2022.01

1 results Show: 40 Page 1 of 1

Then select Amend Programme, Amendment and the following year for implementation in the following academic year:

AMEND A PROGRAMME

Enter Programme information

Activity *

Amendment Type *

Implementation Year *

Create

Most Viewed

Outline Summary completion
 👁 10 Views

About Planning Proposals
 👁 8 Views

Closing or suspending a programme or suite of programmes
 👁 6 Views

Adding a new module to an existing programme
 👁 4 Views

Also in Using Courseloop

Closing or suspending a programme or suite of programmes
 👁 6 Views

This will produce a proposal to create a new version of the programme for 2023

Dashboard > Proposal-32707 Law

Proposal-32707 Law MARK AS COMPLETE

Information

Managed Documents

Academic Items

Approval Meetings

Attachments

Proposal Tasks

Related Planning Proposals

Information

Workflow

CREATION AND REVIEW UNIVERSITY LEVEL

Managed Documents Manage

Outline Summary →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
<input type="radio"/> 35911	Law	PROGRAMME	Amend Programme	Amendment	2023.01	⋮ →
<input type="radio"/> New	International Law	MODULE	New		2023.01	⋮ →

The next stage is to create the new module. Click on the + button and select **New Academic Item**. On the next screen select **Create a New Module**

CREATE A NEW MODULE

Enter Module information

Module Title *

Implementation Year *

i The implementation year refers to the academic year in which the Module will commence, e.g. select 2022 if the Module will commence during the 2022/23 academic year.

Create

Enter the title of the new module (use Title Case) and its implementation year. Press **Create**,

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
<input type="radio"/> 35911	Law	PROGRAMME	Amend Programme	Amendment	2023.01	⋮ →
<input type="radio"/> New	International Law	MODULE	New		2023.01	⋮ →

You have now created a new module, but at this stage it has a module code of **New**.

The next stage is to start completing the module information - click on the right arrow to open module template

Dashboard > Proposal-32707 Law > New International Law

Export to PDF Print Delete

New International Law

2023 01 **Proposals** Amend Programme **MARK AS COMPLETE**

Module Information

Field Audit History Related Items Comments

Summary Information **Edit**

Module Code *	New	
		HELP
Formal Module Title *	International Law	
		HELP
Short Module Title *		
Owning Faculty		
Owning School		
Career		
Credits		
Academic level		
Grading Schema		
Teaching Responsibility		
Total Teaching Responsibility (%)		
Partner Teaching Institution		
Subject Area		

Select **Edit** and begin completing the module details. The first step is to change the code from New to the code you want. The **HELP** button gives information regarding LJMU's coding convention.

Complete the Summary information for the module. Modules are usually either Undergraduate or Postgraduate taught. Grading schema - standard values are 40 for levels 3-6 and 50 for level 7. Modules may also be Pass/Not Pass.

If the module is delivered by a collaborative partner, then the Teaching Responsibility should be Selected as LJMU Partner Taught 100%. The Partner Teaching Institution field should be completed.

Subject area - please select from list

Module attribute - please select as appropriate. Level 3, Level 8 and partner-taught modules should be flagged as Non Incoming Exchange.

Save the section:

Summary Information

Module Code *	7000LAWINT	
		HELP
Formal Module Title *	International Law	
		HELP
Short Module Title *	International Law	
Owning Faculty	Business and Law	
Owning School	Law	
Career	Postgraduate Taught	
Credits	20	
Academic level	FHEQ Level 7	
Grading Schema	50	
Teaching Responsibility	LJMU Schools involved in Delivery	Percentage
	> Law	100
Total Teaching Responsibility (%)	Sum of Responsibility = 100	
Partner Teaching Institution		
Subject Area	Law	
Module Attributes		

Now complete the Learning methods section:

Learning Methods		Edit
Learning Methods	Learning Method Type	Hours
	> Lecture	22
	> Seminar	11
Total Hours	Total hours	33

The next section is **Module Offerings**

Three things are required - the start month (for programmes following the standard LJMU calendar either September or January), the location (City Campus CTY, Mount Pleasant MTP or Partner Campus PAR) and the teaching duration (normally 12 weeks for a single semester module and 28 for a standard yearlong module). If the module needs to be offered multiple times, then all offerings must be listed. There will be a separate knowledge article on how to choose module offerings when programmes follow non-standard academic years.

The next section is **Aims and Outcomes**

Learning outcomes should be able to be assessed and level appropriate. They should be numbered consecutively

The **Module Content** section contains three fields - the Outline Syllabus, Module Overview and Additional Information. The Module Overview field will be used by the marketing team to give a short summary of the module content on the website - it is not necessary for you to complete this section.

Save everything up to that point.

Module Offerings				Edit
Module Offerings	Display Name	Location	Start Month	
	> JAN-MTP	MTP	January	
Aims and Outcomes				Edit
Aims	This module aims to provide a solid grounding in the relationship between international and domestic law.			
After completing the module the student should be able to:				
Learning Outcomes	Code	Number	Description	
	> MLO1	1	Discuss the relationship between international and domestic law	
	> MLO2	2	Evaluate the effect of international law in the development of case law	
WARNING				
Module Content				Edit
Outline Syllabus	Human Rights Law Maritime Law Effects on domestic laws - case studies			
Module Overview				
Additional Information	This module provides a comprehensive coverage of the ways international law influence and interact with domestic laws.			

In order to be able to complete the Assessments section properly, you must have already completed and saved the Aims and Outcomes section.

The Assessments section should now be completed:

Assignment Category - Centralised Exam should only be used for LJMU-taught modules where the exam needs to appear on the LJMU exam timetable.

Number - assessments should be numbered consecutively

Assessment Name - this appears on the progress transcript and results notification - it should be unique - e.g., if you have two reports, call them Report 1 and Report 2

Weight - these should total 100

Details - give more information about the assessment - however, don't be overly specific as this is governed data

Exam/Test Length (hours) - ***this must be entered as 0 if not an exam or test***

Final Assessment Component - One assessment must be denoted as the Final Assessment Component

Individual or Group - complete as appropriate

Module Learning Outcome Mapping - select the relevant MLO(s) for this assessment. NOTE - all MLOs must be assessed.

Competency - a competency is a special type of assessment that can be added - it does not contribute to the module mark, but it must be satisfied before credit can be released.

Assessments				
Assessments	Assignment Category	Number	Assessment Name	Weight
	Essay	1	Essay 1	50
	Assignment Category *	Essay		
	Number *	1		
	Assessment Name *	Essay 1		
	Weight *	50		
	Details *	Essay on international law		
	Exam/Test Length (hours) *	0		
	Final Assessment Component *	No		
	Individual or Group	Individual		
	Module Learning Outcome Mapping	MLO1		
	Essay	2	Essay 2	50
	Assignment Category *	Essay		
	Number *	2		
	Assessment Name *	Essay 2		
	Weight *	50		
	Details *	Essay on interaction between domestic and international law		
	Exam/Test Length (hours) *	0		
	Final Assessment Component *	Yes		
	Individual or Group	Individual		
	Module Learning Outcome Mapping	MLO2		
Sum of Assessment Weighting	Sum of Weighting = 100			

Specialist Resources - this should be left blank unless your module requires very specific resources that are not currently available

Module Contacts - module leader - only one name should be entered, module team member - other members of the module team.

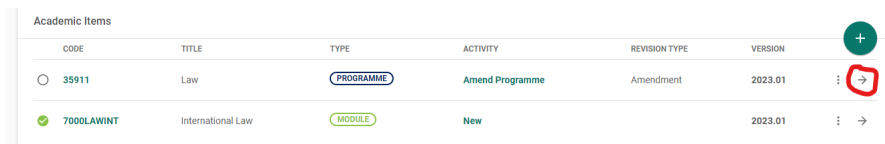
Admin Use add an appropriate cost centre and add 100%

Module Contacts			
Module Leader	Contact Name	Contact Email	Applies to all Offerings
	> Graham Sherwood	G.J.Sherwood@jmu.ac.uk	Yes
Module Team Member			
Partner Module Team			
Admin Use			
In Year Change Version Valid from Date			
Cost Centre	Cost Centre	Proportion	
	> Law	100	

You have now completed your new module - click as Mark as Complete and return to the Proposal by clicking on the breadcrumb



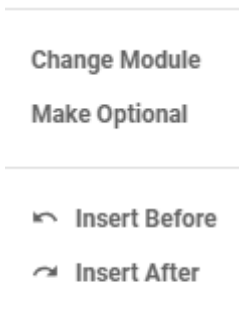
Then select the programme specification to add the new module:



CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
35911	Law	PROGRAMME	Amend Programme	Amendment	2023.01	⋮
7000LAWINT	International Law	MODULE	New		2023.01	→

Go to the **Structure** section and click on **Edit**

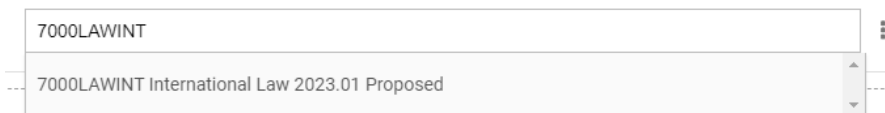
If you want to replace an existing module or add the new module beneath a particular module, then click on the three dots next the module concerned - you will get the following options



- Change Module
- Make Optional
- Insert Before
- Insert After


Delete

Select the relevant option and then add the new module:



7000LAWINT
7000LAWINT International Law 2023.01 Proposed

Save the new structure and mark the programme spec as complete and return to the proposal:



Dashboard > Proposal-32707 Law > 35911 Law

35911 Law

2023.01 Amend Programme

MARK AS COMPLETE

Now go to the **Managed Documents** and select **Outline Summary** - this document must be completed fully with details of change and its rationale and evidence of consultation with students, relevant programme leaders, PSRB (if applicable) and the external examiner.

If this is not completed appropriately, it is unlikely that your change will be approved.

Once the Outline Summary has been completed, you should **MARK AS COMPLETE** and **SUBMIT TO SCHOOL**

The final stage for you will be to scroll down to **Proposal Task** and to press the **+** and select **Endorsement**

Create a new task and assign to your school director. Task title should be *Please endorse this proposal*. In the description summarise what you want to do (add new option module in this example), set a due date and priority and set the status to **Open**

Creating the task will make your school director aware that you are proposing a change.

