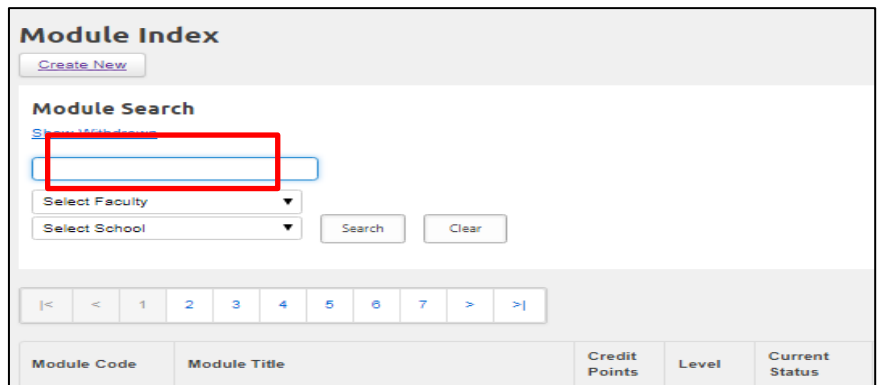


This guidance should be used alongside the Programme Approval, Management and Review (PAMR) Handbook, available on the Academic Office website at https://www.ulster.ac.uk/_data/assets/pdf_file/0004/307822/PAMR-Handbook.pdf

To revise a module, select **Modules** from the blue index on the left hand side of the home screen. This will take you to the **Module Index** screen below.

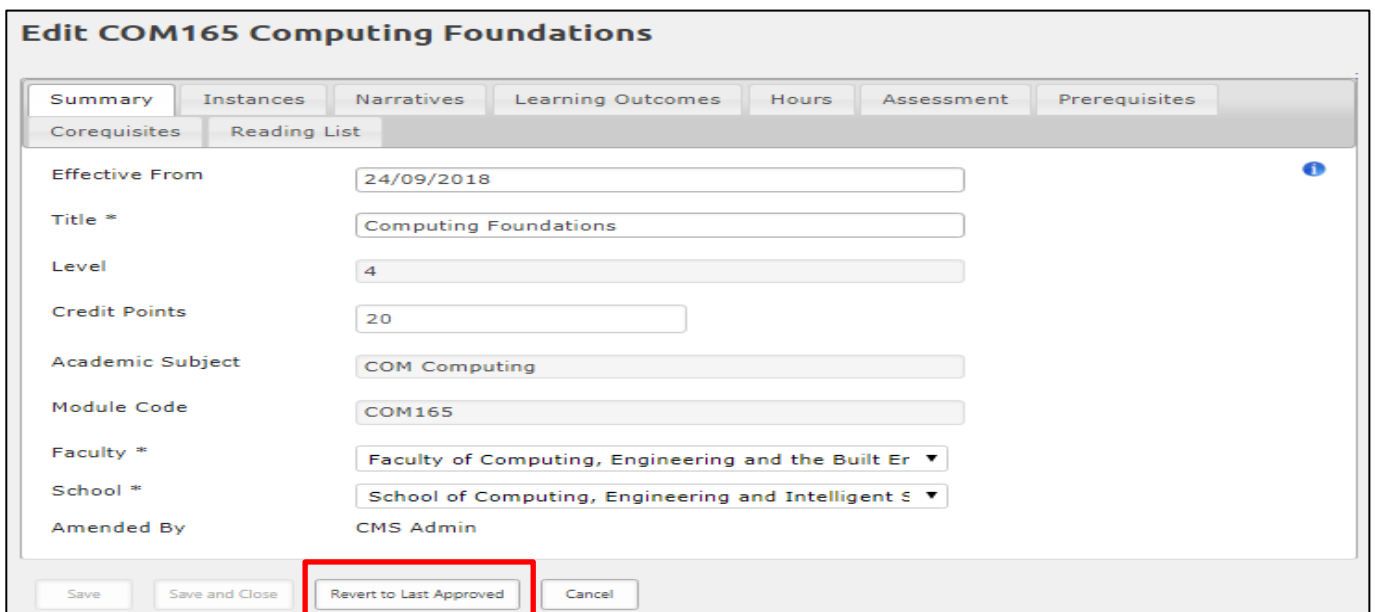
Note that a change to a module level requires you to create a new module and not revise an existing one.



Find the module you wish to **Edit** from the list – you can search for a module by typing either the module code or the title into the box provided, click on **Search** then select from the list.

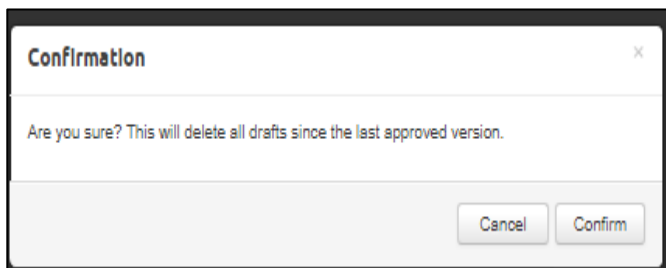
Module Code	Module Title	Credit Points	Level	Current Status	
COM165	Computing Foundations	20	4	Unapproved	Edit Details Withdraw History PDF

When you select **Edit** (above), the module summary information and other tabs will be displayed (see below).



Revisions can be made to any part of the module description as required. If you are not the Module Coordinator you will see a message at the top of the screen asking you to ensure that you have discussed any changes with that person.

A **Revert to Last Approved** option is available at the bottom of the each of the edit screens. Clicking on this will delete all drafts (revisions) of the module since the last approved version. That version of the module may date from some time ago, so be sure that this is what you want to do before using it. You will have an opportunity to cancel or confirm.



Selecting cancel will cancel the **Revert to Last Approved** action and return to the screen on which you were working.

The module history will also reflect the removal of the drafts since the last approved version. If the module has never been approved (has no approved versions) the Revert to Last Approved option will not be available.

If you are making changes under more than one tab, you do not need to **save** until you have completed all revisions but it is recommended that you **Save** after completion of each tab. Note that if you move out of this section to another area (e.g. from Modules to Programmes/Modular Subjects any changes not saved will be lost). Selecting **Save** on a screen will save and you will remain on the same screen; selecting **Save and Close** will close the screen and return you to the Module Index.

If you press **Cancel** from any of the tabbed sections you will be taken back to the Module Index screen and any changes not saved will be lost.

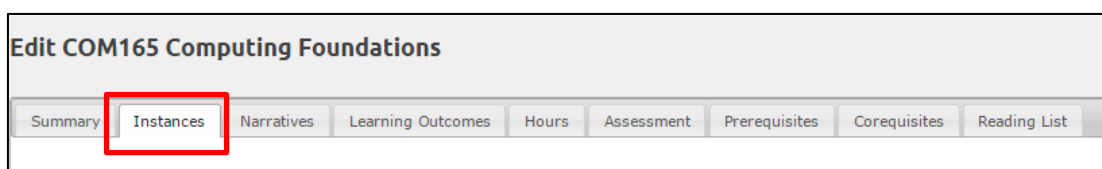
Summary

Fields marked * are compulsory (Title, Faculty and School and Academic Subject) and is the minimum information required. You cannot change the Academic Subject, level or Module Code. If you need to change the module code, contact the Module Office.

If you wish to change the module **Level** you should Create a new module and not revise an existing module. If, however, the module has never been approved, an error in the selection of level can be changed by the Module Office.

The 'Effective From' date will be populated automatically with today's date but can be overwritten to give the effective date. It is essential that the correct 'Effective From' date is inserted to relate to the correct version of the module. **The 'Effective From' date for new and revised modules must reflect the date and semester from which this version of the module will be first taught e.g. September 2019, January 2020, September 2020.**

Instances



To change the **location** or **semester** of the module, select from the relevant drop down list and **Add** or **Remove** as appropriate.

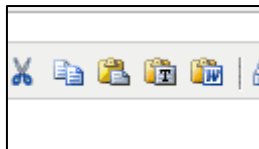
If there is an 'Off campus location', select this option from the drop down list and remember to specify the actual location in the box.

To change the **Module Co-ordinator**, delete the existing name by clicking on the 'x' after it, start to type the name and select from the staff list which will be presented (you can only save one name). (*This is a required field). Do **not** click **Remove** as this will delete the whole instance.

To change teaching staff, click on **Edit Staff** – this will display the current staff responsible for module delivery and these can be updated through the **Add** or **Remove** buttons. To add staff, start to type the name and select from the list which appears. Repeat to add further staff. You can use the arrows to reorder Teaching Staff – this is the order in which they will display in the Module Description.

To add non-University staff as a Module Co-ordinator or member of teaching staff, type their email address into the relevant field. A text box will appear. Type in the name and surname and click on **Create Entry** to add or **Cancel** to return to the previous screen.

When all staff have been added, click **Save**. Click on the next tab as required.



*If you want to paste information into any of the text boxes from another Word document, ensure that you select the **Paste from Word** option in the text box toolbar in order to maintain the formatting. If typing directly into the box, use **Shift + Enter** once for a single line space return or twice for a line between paragraphs.*

Clicking on this tab will display a number of sub-tabs. Refer to Appendix 25, PAMR <http://www.ulster.ac.uk/academicoffice/download/Handbooks/PAMR.pdf> for additional information.

Narratives

Rationale

Use this screen to revise the general purpose of the module in the context of the subject area as a whole. Then click on the next tab.

Aims

Use this screen to revise the essential aims of the module. These aims should lay the foundation for the learning outcomes, the learning and teaching methods and assessment outlined in this description. They should be framed in terms of what the teaching aims to achieve. Then click on the next tab.

Content

Use this screen to revise the module content. Ensure that the content relates to the aims and learning outcomes of the module. Then click on the next tab.

Learning and Teaching Methods

Use this screen to revise the learning and teaching methods. Describe and explain the methods employed from a student perspective. Where appropriate, cross-reference to the teaching methods to the intended learning outcomes. Then click on the next tab.

Summary

Use this screen to revise the summary description which appears in the Banner module database. It should be no more than 480 characters. Then click on the next tab.

Learning Outcomes

The introductory statement 'Successful students will be able to' is generated automatically on the PDF of the module description and does not need to be entered.

Edit COM165 Computing Foundations

Summary Instances Narratives **Learning Outcomes** Hours Assessment Prerequisites
Corequisites Reading List

Successful students will be able to:

Learning Outcome	
Interpret and apply mathematical symbolism, formulae and algorithms to mathematical and computational processes.	Remove
Develop and perform analytic techniques to a variety of mathematical and computational processes	Remove
Convey mathematical knowledge and understanding.	Remove
Identify and compare alternatives in the design of digital logic circuits	Remove
Use mathematics effectively in a range of problem solving situations	Remove
Design and develop simple logic circuits	Remove
Manage one's own time	Remove
Demonstrate effective communication skills	Remove

Add

Save Save and Close Revert to Last Approved Cancel

To **Add** a **Learning Outcome** click on **Add** and input the learning outcome statement/s (there should normally be no more than four). They should be written in the future tense and follow on from the automatically generated introductory phrase 'Successful students will be able to ...' - do not, therefore, type in this phrase.

Click on **Remove** to delete a learning outcome. Use the arrows to re-order the learning outcomes, as required. To make a revision to an existing learning outcome simply overwrite the text.

Click on the next tab.

Hours

Learning and Teaching Method	KIS Category	Hours	
Lectures	Scheduled	30	Remove
Tutorials	Scheduled	10	Remove
Practicals	Scheduled	10	Remove
Independent study	Independent	150	Remove

Seminars ▼ Add

Save Save and Close Revert to Last Approved Cancel

This screen is used to apportion and describe the different learning and teaching methods within the total effort hours.

To revise the number of hours click on the box.

To add, select the **Category** from the drop down list and click on **Add** after each. The KIS category will populate automatically. Insert the relevant number of hours in the box. The heading 'Total Effort Hours' will display automatically on the module description PDF and does **not** need to be input. The system will calculate the total automatically.

Select **Remove** to delete a category. Click on the next tab.

Assessment

Percentage should total 100 (This does not prevent saving)

Method	KIS Category	Percentage	Details	
Written examination	Written	50	View	Remove
Written assignment	Coursework	50	View	Remove

Written assignment ▼ Add

Assessment and Feedback Strategy

Students can expect to receive feedback in the form of (i) a mark, (ii) personalised comments and (iii) comments relating to how the group performed the activity.

Use this screen to add or revise general information on the overall assessment and feedback strategy for the module. Select the methods to be used from the **Methods**

available (a module should normally have no more than two items of assessment) and enter or amend the percentage contribution within the module's overall mark (**this must be a whole number** so rounding should be used with further detail provided in the assessment **Details** box by selecting **View**). The system will automatically calculate the overall CW/EX weighting and this will be displayed in the module description PDF. (It is important to check on the PDF that you have selected an appropriate assessment method to reflect the correct CW/EX weighting. (A full list is set out on **Appendix 1**, pages 12 and 13.)

To delete a method, select **Remove**.

Remember to **Add** after each selection in order to input it on the system. The KIS category will populate automatically.

Select **View** (see below) and insert or revise details of each assessment in the box provided.

Select **Close** (at the bottom of the text box) to return to the main screen and add/revise an assessment if necessary.

Edit COM165 Computing Foundations

Summary Instances Narratives Learning Outcomes Hours Assessment Prerequisites
Corequisites Reading List

Percentage should total 100 (This does not prevent saving)

	Method	KIS Category	Percentage	Details	
↑ ↓	Written examination	Written	50	View	Remove
↑ ↓	Written assignment	Coursework	50	View	Remove

Written assignment Add

Assessment and Feedback Strategy

Students can expect to receive feedback in the form of (i) a mark, (ii) personalised comments and (iii) comments relating to how the group performed the activity.

Use the '**Assessment and Feedback Strategy**' box to revise general information on the overall assessment and feedback strategy for the module. Do not repeat information already given in the 'Details' of each method.

Use the arrows to reorder the assessments in the module description PDF.



Note: When you paste text from a Word document, remember to click on **Paste from Word** option on the text box toolbar in order to retain the formatting. Click on the next tab.

Prerequisites

Use this screen to identify or revise prerequisite/s. If the module has a prerequisite, click **Add Group** (use this to add one or multiple prerequisites) and start typing the module code or title. To add to existing prerequisites, start typing module code or title in the box then select from the list.

Edit COM165 Computing Foundations

Summary Instances Narratives Learning Outcomes Hours Assessment Prerequisites
Corequisites Reading List

Module Code Title

Add

Add Group

Save Save and Close Revert to Last Approved Cancel

To remove, click on **Remove**. To add another, select **Add (1)** (as below).

Edit COM165 Computing Foundations

Summary Instances Narratives Learning Outcomes Hours Assessment Prerequisites

Corequisites Reading List

Module Code	Title	
COM104	Web Information Systems B	Remove

Add **1**

2 Add Group

Save Save and Close Revert to Last Approved Cancel

You can also identify 'and/or' combinations by selecting **Add Group (2)** – click **Add** to insert an 'and' or **Add Group** to insert an 'or'.

If the required prerequisite module does not appear in the list, it is not held in the system and must be created through Modules using the process outlined in the **Creating a New Module** guidance. Repeat as required, then click on the next tab.

Corequisites

If the module has a new/revised corequisite, start to type the module code or title into the box – a list of the relevant modules on the system will display from which you can select accordingly. This process will link the corequisite/s to the module and will display in the module description. If the required corequisite does not appear in the list, it is not yet held in the system and must be created through Modules using the process outlined in the **Creating a New Module** guidance.

To remove a corequisite module click on **Remove**.

Edit COM165 Computing Foundations

Summary Instances Narratives Learning Outcomes Hours Assessment Prerequisites

Corequisites Reading List

Module Code	Module Title	
COM136	Programming I	Remove

Add module title/code

Save Save and Close Revert to Last Approved Cancel

Reading List

Use this screen to revise the reading list.

The screenshot shows the 'Edit COM165 Computing Foundations' interface. The 'Reading List' tab is selected and highlighted with a red box. Below the list of items, the 'Add New Item' button is also highlighted with a red box.

Text	Required?		
Grossman P 2008 <i>Discrete Mathematics for Computing</i> Palgrave Macmillan	<input type="checkbox"/>	↑	Remove
Johnsonbaugh R 2009 <i>Discrete Mathematics for Computing</i> Pearson Education	<input type="checkbox"/>	↑ ↓	Remove
Mano M, Ciletti M 2007 <i>Digital Design</i> 4th Prentice Hall	<input type="checkbox"/>	↑ ↓	Remove
Marcovitz A 2007 <i>Introduction to Logic and Computer Design</i> McGraw-Hill	<input type="checkbox"/>	↑ ↓	Remove
Simpson A 2002 <i>Discrete Mathematics by Example</i> McGraw-Hill	<input type="checkbox"/>	↑ ↓	Remove
	<input type="checkbox"/>	↑	Remove

Buttons: Save, Save and Close, Revert to Last Approved, Cancel

Click on **Add New Item** to insert a new reading list item and type into the text box which appears. The Harvard referencing system is used, and you should format text accordingly.

The screenshot shows the 'Edit COM165 Computing Foundations' interface. The 'Add New Item' button is highlighted with a red box. The 'Required?' checkbox and the arrows for reordering are also highlighted with red boxes.

Text	Required?		
Grossman P 2008 <i>Discrete Mathematics for Computing</i> Palgrave Macmillan	<input type="checkbox"/>	↑	Remove
Johnsonbaugh R 2009 <i>Discrete Mathematics for Computing</i> Pearson Education	<input type="checkbox"/>	↑ ↓	Remove
Mano M, Ciletti M 2007 <i>Digital Design</i> 4th Prentice Hall	<input type="checkbox"/>	↑ ↓	Remove
Marcovitz A 2007 <i>Introduction to Logic and Computer Design</i> McGraw-Hill	<input type="checkbox"/>	↑ ↓	Remove
Simpson A 2002 <i>Discrete Mathematics by Example</i> McGraw-Hill	<input type="checkbox"/>	↑ ↓	Remove
	<input type="checkbox"/>	↑ ↓	Remove
	<input type="checkbox"/>	↑ ↓	Remove

Buttons: Save, Save and Close, Revert to Last Approved, Cancel

If it is a **required** text, tick this box. Use the arrows to reorder reading list items (they should be alphabetical by author).

It is recommended that reading list items are inserted separately but they can be input as a batch – one for Required and another for Recommended. These headings are generated automatically by the CMS in the module description PDF and the system will place reading list items under these headings based on whether or not the 'Required' box is ticked.

To **delete** an item from a reading list, click on the **Remove** option beside the item you wish to remove. A reading list item cannot be left blank and will result in the changes not being saved. Either insert text or remove the item before saving.

Note: Revisions to the reading list do not require formal CMS approval. Revisions can be made as required and will not alter the status of an **Approved** module.

To Finish and Save

You can go back to a tab if you need to make any further revisions before saving.

When all revisions are made, click on **Save and Close** on whichever screen you are on – **this will save all revisions made in any section and take you back to the Module Index screen.**

(If you wish to save as you go through click on **Save** at the bottom of each screen to remain on the screen on which you are working. If you click **Save and Close** before you have completed all the tabbed sections, the system will take you back to the Module Index. Simply select the module you were working on from the list, select **Edit** and go back to the section/s you wish to revise).

When all information has been input and saved, the module will display as **Unapproved** on the **Module Index** screen. **You are now ready to start the Approval Process – see Faculty Approval Process guidance.**

Module Code	Module Title	Credit Points	Level	Current Status	
COM165	Computing Foundations	20	4	Unapproved	Edit Details Withdraw History PDF

You may also wish to check the PDF for display and then **Edit** as required.

*When all information has been input and saved, the module will display as **Unapproved** on the **Module Index** screen. (If you have made any revisions to the year, semester or location of a module, remember that you will also need to revise the programme and link it to the approval process along with the module/s.)*

*You are now ready to start the Approval Process – see **Faculty Approval Process** guidance.*

If the revisions are part of a revalidation/evaluation you do not need to put the module/s through the Faculty Approval Process. The revalidation/evaluation is the approval process for these changes.

Module Index

Module Index

[Create New](#)

Module Search

[Show Withdrawn](#)

Select Faculty ▼
Select School ▼

|< < 1 2 3 4 5 6 7 > >|

Module Code	Module Title	Credit Points	Level	Current Status	
BME101	Biomedical Engineering 1	10	4	Approved	Edit Details Withdraw History PDF
BME104	Anatomy and Physiology for Engineers	20	4	Approved	Edit Details Withdraw History PDF
BME301	Biomedical Engineering 2	20	5	Unapproved	Edit Details Withdraw History PDF

From this main index screen you can:

- Search for a module (by code/title/Faculty/School).
- Create a new module (**Create New**).
- View information on a module (**Details**). From the Details screen you can also view the module's associated programmes/modular subjects and go directly to each by clicking on the link.

Details

Title Biomedical Engineering 1
Module Code BME101
Level 4
Credit Points 10
Faculty Faculty of Computing, Engineering and the Built Environment
School School of Engineering

Module Instances

Location	Semester	Module Coordinator	Teaching Staff
Jordanstown	1	Boyd, Adrian	Boyd, Adrian McLaughlin, James

Associated Programmes/Modular Subjects

Course Title	Award Letters	Type
Biomedical Engineering	BSc (Hons)	Programme

- See the status of the latest version – **Approved** or **Unapproved**.
- Revise any part of the module (**Edit**).
- Revise Module Co-ordinator or teaching staff (**Edit** then **Instances** tab).
- View **History** (versions) – every revision (edit) will create a new version.
- View or print the full module description (**PDF**).

Withdrawn modules can be viewed from here by selecting **Show Withdrawn** at the top left of the screen. **Hide Withdrawn** will return to the full listing.

Hours – Learning and Teaching Methods

Learning and Teaching Method	Category	Hours
Lectures	Scheduled	<input type="text"/>
Seminars	Scheduled	<input type="text"/>
Tutorials	Scheduled	<input type="text"/>
Learning Sets	Scheduled	<input type="text"/>
Critique	Scheduled	<input type="text"/>
Supervised time on project	Scheduled	<input type="text"/>
Demonstrations	Scheduled	<input type="text"/>
Practicals	Scheduled	<input type="text"/>
Workshops	Scheduled	<input type="text"/>
Supervised time in studio	Scheduled	<input type="text"/>
Supervised time in workshop	Scheduled	<input type="text"/>
Fieldwork	Scheduled	<input type="text"/>
External visits	Scheduled	<input type="text"/>
Work based learning	Placement	<input type="text"/>
Placement	Placement	<input type="text"/>
Study abroad	Placement	<input type="text"/>
Independent study	Independent	<input type="text"/>
Directed Study	Scheduled	<input type="text"/>

Assessment Methods

Percentage should total 100 (this does not prevent adding)

	Method	Category	Percentage
▲ ▼	Written assignment	Coursework	<input type="text"/>
▲ ▼	Essay	Coursework	<input type="text"/>
▲ ▼	Portfolio	Coursework	<input type="text"/>
▲ ▼	Dissertation	Coursework	<input type="text"/>
▲ ▼	Practical skills assessment	Practical	<input type="text"/>
▲ ▼	Set exercise	Written	<input type="text"/>
▲ ▼	Class Test	Written	<input type="text"/>
▲ ▼	Report	Coursework	<input type="text"/>
▲ ▼	Oral assessment (exam)	Practical	<input type="text"/>
▲ ▼	Presentation	Practical	<input type="text"/>
▲ ▼	Project	Coursework	<input type="text"/>
▲ ▼	Performance	Practical	<input type="text"/>
▲ ▼	Written examination	Written	<input type="text"/>
▲ ▼	Oral assessment (coursework)	Practical	<input type="text"/>
▲ ▼	Academic Transcript	Coursework	<input type="text"/>