

Guidelines for Completing Course Specifications

Box 13: Short Description

Note this description will appear in the course catalogue.

Box 19: Timetable

This should correspond to the formal contact hours in section 28.

Box 25: Course Aims

A short introductory paragraph followed by bullet points outlining what the course offers students.

Box 26: Intended Learning Outcomes

When writing ILOs, consider what knowledge, understanding and skills you intend students to learn through the course. The following questions may help with this:

- What do you want students to know and be able to do by the end of the course?
- How will students be able to use this learning? Doing what? In what contexts?
- What level are you aiming for?
- What will students need to do in order to demonstrate if and how well they have achieved these outcomes?
- If someone were to ask the students what they have learnt in this course, how would you like them to answer? This can give a good indication of what you are hoping they will learn.

At course level there is no requirement to split the ILOs by Knowledge and Understanding/Skills

Box 27: Learning and Teaching Methods

Notional learning hours should be attributed across the range of learning activities and assessments, reflecting preparation and reflection time.

The formal contact hours must be included in the notional learning hours total in the right hand column. The notional learning hours total should reflect the hours in relation to credits for the course ie 10 hours for every credit eg 20 credit course must have a total of 200 notional learning hours.

Examinations do not count as formal contact hours so should be included in the notional learning hours column.

Box 28.1: Description of Assessment

Include the weighting of each piece of assessment as well as the duration of the exam and the word length of essays or project work. Assessment should be directly linked to ILOs eg

ILO	Assessment	Weighting	Word Length/Duration
2, 3 & 4	Essay	70%	3,500
1 & 5	Course work	30%	1,500

Box 31: Total Exam Duration

The duration of every examination must be either 60, 90, 120 minutes or (only in the spring examination period) 180 minutes, including reading time. Duration of exam in relation to credits is found in the University Calendar Code of Assessment regulations, paragraph 16.14, at http://www.gla.ac.uk/media/media_286035_en.pdf#page=9&view=fitH.50. Schedule D also outlines the maximum length of exams in relation to credits for courses at http://www.gla.ac.uk/media/media_286035_en.pdf#page=22&view=fitH.50.

If the exam accounts for less than 100% of the course's summative assessment then the duration should be altered as per the following example and rounded up to the nearest 30 mins:

credits	exam weighting	Duration of Exam (Mins)
20	50%	$180 \times 0.5 = 90$

Box 33: Formative Assessment

Every course must have formative assessment – think about what you do in class, tutorials and directed learning and include here.