

Akari Annual Course Guide Review (ACGR)

The following table shows:

1. Fields which are editable during the ACGR
2. Fields to be utilised for the publication of course guides for the Calendar.

TAB	FIELD	Editable during ACGR?	Published in course guides?
General Information	Academic Year	No	Yes
	Lead Department	Yes	Yes
	Course Ownership	Yes	No
	Course Code	No	Yes
	Course Title	Yes	Yes
	Course Type	No	No
	Course Level	No	No
	FHEQ Level	No	Yes
	Units	No	Yes
	Credits (UG only)	No	No
	Attendance Mode	Yes	No
	Delivery Mode	Yes	No
	Proposed academic session in which course is first to be taught	No	No
	Keywords	Yes	Yes
Course Proposal Rationale & Demand	No fields on this tab are available for editing or will appear in course guides	N/A	N/A
Teaching & Learning Design	Course Content	Yes	Yes
	Links to Course Videos	Yes	Yes
	Learning Outcomes	Yes	No
	Teaching and Learning Methods	No	No
	Assessment Rationale	No	No
	Personal Development Skills	Yes	Yes

Assessments	Assessment Grading Scheme	No	No
	Mode of Assessment	Yes	Yes: Exams No: Assignment, In-class, Dissertation
	Method of Assessment	Yes	Yes: Assignment, In-class, Dissertation No: Exams
	Assessment Description	Yes	No
	Formative	Yes	Yes
	Weighting %	Yes	Yes
	Sitting	Yes	No
	Exam Timetabling Period	Yes	Yes
	Start Date	Yes	No
	End Date (Due Date)	Yes	No
	Exam Duration	Yes	Yes
	Timing of Submission	Yes	Yes
	Exam Reading Time	Yes	Yes
	Group Participation	Yes	Yes, but only the following generic sentence: "This component of assessment includes an element of group work."
	Assessment Critical	Yes	No
	Platform	Yes	No
	Word Count	Yes	Yes
	Resit Format	Yes	No
	Expected Effort	Yes	No
	Type of Marking	Yes	No
	Best X of Y	Yes	No
	Formative Assessment: Additional Content for the Course Guide	Yes	Yes
	Summative Assessment: Additional Content for the Course Guide	Yes	Yes

Teaching Arrangements	Course Study Period	Yes	Yes
	Does the course include a reading week in week 6?	Yes	Yes
	Contact Type	Yes	No
	Teaching Type	Yes	Yes
	Additional Information	Yes	No
	Total Hours	Yes	Yes
	Teaching Period	Yes	Yes
	Taught Across Number of Weeks (excluding reading week/s)	Yes	Yes
	Teaching Arrangements: Additional Content for the Course Guide	Yes	Yes
Course Availability	Confirm completed Course Availability template is uploaded	No	No
	Affiliated Entities	No	No
	Is this Course Capped? (UG only)	Yes	Yes
	Course Capped Size (UG only)	Yes	Yes
	Does the course operate controlled access? (PG only)	Yes	Yes
	If controlled access is used, please describe how applicants for this course are selected: (PG only)	Yes	Yes
	Is this course offered as an Outside Option?	Yes	Yes
	This course is available as an Outside Option to	Yes	Yes
	Outside Option Permission Required	Yes	Yes
	Is this course offered to General Course students?	Yes	Yes
	General Course Permission Required	Yes	Yes
	Course Availability: Additional Content for the Course Guide	Yes	Yes
	Is this a Pre-sessional Course?	No	No
	Is this an Executive Course?	No	No
	Which type of Postgraduate Taught students take this course? (PG only)	Yes	No

Requisites & Relationships	Requisites	Yes	Yes
	Additional pre-requisites	Yes	Yes
Resources	Reading List	Yes	No
	Indicative Reading	Yes	Yes
	Library Services	No	No
	Data and Technology Services	No	No
	Teaching Accommodation	No	No
External Regulatory Classifications	HECoS Codes	No	No
	CEFR Level (Language Courses Only) (UG only)	Yes	Yes
Roles	Course owner(s) and dates	Yes	No
	Course Convenor or Co-Convenors	Yes	Yes
	Editors or Collaborators	Yes	No
Consultation	No fields on this tab are available for editing or will appear in course guides	N/A	N/A
Resource Approval	No fields on this tab are available for editing or will appear in course guides	N/A	N/A
Request Major Course Change	No fields on this tab are available for editing or will appear in course guides	N/A	N/A
Comments	Comments	Yes	No
Submit	N/A	N/A	N/A
File Manager	Upload Files	Yes	No