

## 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<br>No: Assignment, In-class, Dissertation  |
|             | Method of Assessment  | Yes | Yes: Assignment, In-class, Dissertation<br>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  |