QMUL Module Directory - Guidance for Academic and Administrative Staff

Intended Audience

The module directory is primarily intended for the use of undergraduate students studying on modular degrees and Associate Students (including Study Abroad and Erasmus students). It displays modules taught in Schools within the Faculties of Humanities and Social Sciences and Science and Engineering. Modules from the Faculty of Medicine and Dentistry are not currently included in the directory, neither are modules available to intercollegiate students from certain University of London colleges, which can be offered to QMUL students as part of their degree programme.

Explaining the module directory entries

At any one time the module directory will only list modules that are available for a particular academic year.

The module directory is updated to show information for the next academic year from April/May1 of the current academic year. This timing is intended to synchronise with module pre-selection and the recruitment of Associate Students.

The module directory entries are described in detail within the documentation written for students which can be found at http://www.qmul.ac.uk/modules//guidance/index.html.

Explaining the sources of module directory information

Entries in the module directory are populated by information contained within the SITS Student Information System which when updated in SITS, is refreshed and republished overnight and will appear online in the module directory the next day. Similarly, information updated in the central timetabling system should also appear online in the module directory the next day. The entries can be grouped into the following categories:

- Information which is provided through the module development process, which will not change throughout the “lifetime” of the module.
  - Module title e.g. History of Modern Political Thought
  - School who owns and is responsible for the quality assurance of the module e.g. School of History
  - Module code e.g. HST5313
  - Level (academic level of the module) e.g. Level 5 (Intermediate)

Changes to any of the above require engagement with quality assurance and module development processes, further information about which can be found at http://www.arcs.qmul.ac.uk/quality/academic-development/module-development/94207.html

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1 Please note that this is an indicative timescale. This may vary according to internal deadlines set by ARCS for programme, and module approval, the module pre-selection window, and the availability of accurate timetabling information.
or by contacting the Academic Quality & Standards Officers Rachel Davies (rachel.davies@qmul.ac.uk) and Ruth Wilkinson (r.wilkinson@qmul.ac.uk).

- Information which is provided through the module development process, and which can change throughout the “lifetime” of the module. This can be further subdivided into information which:

(a) Requires engagement with quality assurance and module development processes (above):
   - Module description
   - Method of assessment
   - Semester

(b) Does not require engagement with quality assurance and module development processes and can be changed via a task accessible via the mySIS interface https://mysis.qmul.ac.uk/urd/sits.urd/run/siw_lgn
   - Contact
   - Associates
   - Overlap
   - Prerequisite

Requests for “bulk updates” of this data can be made via the mySIS helpdesk and should be marked for the attention of the Academic Model team.

(c) Does not require engagement with quality assurance and module development processes and is part of the annual timetabling process managed by the Teaching Bookings team.
   - Timetable

Correcting information published in the module directory

Questions concerning all information (other than timetabling) contained within the module directory should be logged with the mySIS helpdesk at https://mysis.qmul.ac.uk/urd/sits.urd/run/siw_lgn

Questions concerning the accuracy of the timetable information that appears in the module directory should be addressed to the Teaching Bookings Team (teachingbookings@qmul.ac.uk).

Questions concerning module development and quality assurance processes should be addressed to the Academic Quality & Standards Officers, Rachel Davies (rachel.davies@qmul.ac.uk) and Ruth Wilkinson (r.wilkinson@qmul.ac.uk).

Questions concerning the “look and feel”, performance or formatting of the module directory should in the first instance be addressed to the Web Team (websupport@qmul.ac.uk).

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Information correct as of January 2015