Early release of module information Guidance for Schools

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Purpose	These guidelines advise Schools on the early release of module information to students, as identified by the University's Collaboration Statement.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date

UNIVERSITY OF ST ANDREWS

EARLY RELEASE OF MODULE INFORMATION (GUIDELINES FOR SCHOOLS)

The following guidelines advise on the early release of module information to students, which is a key priority area identified in the University's Collaboration Statement.

Schools are asked to:

- Publish all module handbooks including draft handbooks for new/changed modules in one location (eg School website or Moodle) prior to pre-advising. Information should be clearly marked as final or draft as appropriate.

- Ensure that module handbooks:

    o Contain no information which is inconsistent with the Course Catalogue.
    o Include a synopsis of the module, type of assessment, assessment dates, readings, distribution of time amongst lectures/seminars/tutorials/labs/fieldwork etc. Where possible, week-by-week schedules should also be included.
    o Include a disclaimer indicating that module content could change over the summer for reasons outwith the control of the School, (eg departure of a member of staff).

- Use the Library's Online Reading List Service to provide access to clearly defined core/essential readings during the pre-advising period and encourage students to get ahead with their reading prior to the start of a module.

- Timetable and publicise a formal Honours talk prior to pre-advising for all students intending to take a degree in the School. This should include explanation of the pre-advising system, requirements for the degree, different degree pathways and how Honours teaching differs from Sub Honours.

- Work with School Presidents and class reps to consider running an Academic Fayre-style event in the second half of Semester 2, to provide students with the opportunity to discuss next year's module content with staff in a more informal setting.

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