



University of  
St Andrews

## Reporting structures for interdisciplinary modules

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<b>Key terms</b>	Academic policies/Curriculum/Reporting structures for ID modules
<b>Purpose</b>	This procedure outlines the reporting structure for Interdisciplinary modules ID4001 (Communication and Teaching in Science) and ID4002 (Communication and Teaching in Arts & Humanities) and any other interdisciplinary modules.

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# UNIVERSITY OF ST ANDREWS

## REPORTING STRUCTURES FOR INTERDISCIPLINARY MODULES

The following paper outlines the reporting structure for the Interdisciplinary modules ID4001 'Communication and Teaching in Science' and ID4002, 'Communication and Teaching in Arts & Humanities'. These structures are to be adopted as standard practice for reporting other interdisciplinary modules across the University.

Module organisers are responsible for running the modules, collecting and reporting the grades etc essentially the same as any module organiser within a School. ID4001 is a Science module, ID4002 Arts & Humanities, so the module organiser would be appointed from one of the participating Schools in the respective faculties. Responsibility for appointing the module organiser would rest with the Pro Dean in consultation with the relevant Head of School.

### 1. Module Reporting Route

Module organisers will report the final module grades to a Cross-Faculty Module Board consisting of two Pro Deans (one from Arts, one from the Science Faculty) and the external examiner. The Module Organisers will normally attend the Module Board. Academic staff who taught on the module will be invited to attend. Module Organisers will be responsible for providing all relevant information to the Module Board (eg course material, examples of assessed worked, minutes of meetings, module evaluation summaries) as per School module boards. The Pro Deans are acting at the level equivalent to that of the Head of School for an equivalent School Module Board.

### 2. Module Board Responsibilities

The Module Board will have the same responsibilities as a School-level Module Board. Once agreed, the grades will be uploaded by the Pro Deans and signed off by the Dean. In the event of any appeal, the first route of appeal is to the Marker, then to the Module Organiser, then to the Pro Dean of the Faculty in which the student is matriculated (acting in the capacity of a replacement for the Head of School role) and then to the Dean of the Faculty.

### 3. Appointment of External Examiner

By separating these modules from a School-level process it enables the University to appoint a specialised educationalist as external examiner for both modules, who has particular skills in education/teacher training/schools. This arrangement is preferable to the current situation where the Arts and Humanities module has appointed an external examiner who is an educational specialist while the Science version has used an external examiner who is a subject specialist within the School that has been reporting the grades. To appoint an external examiner, the nomination form will be signed by the relevant Pro Dean and submitted through the usual internal process. Payment of the external examiners' fees will be met by the participating Schools through the budget allocated to running ID4001 and ID4002.

#### 4. ID Modules/Responsibility

ID4001 'Communication & Teaching in Science': Pro Dean Curriculum, Science

ID4001 'Communication & Teaching in Arts/Humanities': Pro Dean Curriculum (Arts/Div)

ID5101 'Intro to Uni Teaching 1' & ID5102 'Intro to Uni Teaching 2': Pro Dean Curriculum (Arts/Div)

ID1003 'Great Ideas 1' & ID1004 'Great Ideas 2': Associate Dean (Students) Arts & Divinity

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