**ASTON UNIVERSITY**

**MODULE MANAGEMENT DESCRIPTOR for COLLABORATIVE PROGRAMMES**

1. **Introduction**

Each module offered by the University has a Module Management Team usually comprising a member of Aston University staff and a member of staff from the Partner (the Module Managers), who have responsibility for the academic leadership and management of the module for their Institutions. The Module Management Team may receive administrative or other academic support from one or both partners, but the Aston Module lead and Aston University have ultimate responsibility for the quality of the provision.

The Senior Management Team of each School agree who appoints the Aston Module Manager and to whom they are responsible, but this will normally be to Heads of Departments/Groups in conjunction with the Programme Directors.

1. **Management of the Module**

Module Management Team is responsible for ensuring that their module is effectively organised and delivered in line with the approved module specification and learning outcomes. The role will include:

* 1. coordinating the work of all staff contributing to the module in terms of its syllabus, learning outcomes, delivery, assessment, feedback and moderation, providing advice and support to those staff as necessary;
  2. leading the module team to design and deliver appropriate teaching, learning, and assessment methods for the module;
  3. supporting work to ensure alignment and cohesion across the programmes the module contributes to, and attending Programme Committees, partner steering committees and other meetings, for example with Heads of Year and partner colleagues as appropriate;
  4. managing the resources allocated for the delivery of the module;
  5. advising on timetabling requirements and ensuring that suitable rooms are arranged following local School policy ;
  6. assisting in the maintenance of accurate records of students taking the module;
  7. where appropriate, ensuring that specific health and safety inductions and risk assessments have taken place.

The Module Management Team will consider which of the tasks above will be the responsibility of which member of the Module Management Team depending on the nature of the collaborative delivery and the location of the students, while fulfilling Aston’s requirement to be in full control of its own award.

1. **Support to Students**

The Module Management Team is responsible for:

* 1. co-ordinating the academic support for students and being available to students to provide information about the organisation, content, assessment and delivery of the module;
  2. ensuring that students receive, or have access to, an up to date and accurate module specification, and other module information and material in a timely manner, in order to help students to understand what is expected of them and what they can expect of the module: - this includes responsibility for accurate and accessible information on the VLE;
  3. ensuring that any changes to the module are relayed to applicants and students in a timely manner and that student consultation on those changes is carried out where appropriate and to comply with University policy on the modification of programmes and modules;
  4. Ensuring students know who to approach for assistance with any of the issues above.

The Module Management Team will consider which of the tasks above will be the responsibility of which member of the Module Management Team depending on the nature of the collaborative delivery and the location of the students, while fulfilling Aston’s requirement to be in full control of its own award.

1. **Assessment**

The Module Management Team is responsible for ensuring that the assessment requirements of the module and the arrangements for examinations and for the submission of coursework meet University policy. This will include:

* 1. organising the preparation of examination papers and other assessments, and supporting the post responsible for pre-assessment scrutiny to ensure that this is carried out in line with University and School policy;
  2. working with Programme Directors to agree submission dates for continuous assessment for the module;
  3. overseeing the collection, distribution and marking of examination scripts, assignments and other assessment material; ensuring that work is moderated in line with University policy;
  4. ensuring that students receive marks and regular and effective feedback in line with School and University policy;
  5. attending relevant internal moderation boards and Programme and Module Boards of Examiners.

1. **Quality Assurance and Improvement**

The Module Management Team is responsible for the overall quality assurance and improvement of the module, evaluating, reviewing and, where appropriate, revising the module specification, and ensuring that it remains relevant, up to date and in line with any professional requirements. The Aston Module Manager will be responsible for ensuring that the relevant Aston Policies and Procedures are followed. The role will include:

* 1. briefing students on the purpose and use of module evaluation;
  2. reflecting on matters raised through experience of delivery, through feedback from students, the programme’s external examiners or other stakeholders, and discussing those matters with the wider module team;
  3. ensuring that suggested modifications to modules are brought to the attention of the Programme Director(s) at Aston and at the partner and are recommended for approval in line with University policy;
  4. ensuring that action taken in response to feedback is fed back to stakeholders;
  5. completing an annual module review in accordance with University policy;

1. **Other**

Module Managers and other module team members may be asked to assist with marketing and recruitment activities, student and staff induction and placement activities, as appropriate.

1. **Personal development**

Module Leaders are expected to engage in scholarly activity to support their learning and teaching, module design and development, and to undertake training and continuing professional development associated with the role and responsibilities.

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