Template One: Undergraduate courses

This template applies to all undergraduate courses, including those with an integrated foundation year, integrated masters and a sandwich year. It does not apply to foundation degrees, L6 top up, apprenticeships, or HNCs and HNDs which are covered in other templates.

To meet the specific requirements in relation to the design of undergraduate courses, the following **must** be incorporated:

The requirements listed below are mapped against NTU's definition of educational gain (Appendix Two), the Office for Students (OfS) B Conditions of Registration and the Advance HE Student Needs Framework (SNF) (Appendix Three).

Requirement	Details	Edu Gain	OfS	SNF
Guided development All students must experience an effective transition, welcome and induction followed by ongoing student support throughout the course. All courses must be designed to provide personalised guided development for students with access to specialist support as needed.	**Level 4:** There must be explicit guided development throughout the year focusing on supporting entry to the course and NTU; developing the foundations of academic, personal and professional skills; the management of learning and assessments; understanding how to use feedback; and decisions on option choices for Level 5. **Level 5:** focus on continuation from L4 to L5, building academic, personal and professional skills. **Level 6:** focus on continuation from L5 to L6 and returning from placement; building academic, personal and professional skills, in particular to support the major project; preparation for post-graduation. **Integrated foundation year (IFY):** There must be explicit guided development throughout the year focusing on supporting entry to the course and NTU; developing the foundations of academic, personal and professional skills; the management of learning and assessments; understanding how to use feedback; and preparation for L4. **Foundation degree progression:** Courses which are articulated as L6 progression routes for foundation degrees, must have suitable arrangements and support for students to successfully transition into the course.	Live	B1 B2 B4	1, 2, 3, 4, 5, 6, 7, 8
Course structure All courses must be designed so they provide a coherent, structured and scaffolded learning experience for students enabling them to develop relevant skills, knowledge, behaviours	**Module Options** A course must contain an extensive core. **Integrated Foundation Year:** No options **Level 4:** No options **Level 5 and Level 6:** courses can contain module options to enable students to shape their degree. However, they must form no more than 50% of the number of modules per level. Options must be structured into a maximum number of three sets, with students choosing a single module from a maximum of four in each set.	Learn	B1	5

Requirement	Details	Edu Gain	OfS	SNF
and personal development.	**Module Size** Modules must be sufficiently large to ensure depth of study. The minimum credit size is 20 credits; larger modules must be multiples of 20 credits. Where large modules are used (i.e. 60, 80, 100 or 120 credits), course teams must consider at the design stage any potential consequences for student achievement and ensure ongoing monitoring of the efficacy of the module size as it is delivered.			
Delivery Accelerated routes Transfer in	Accelerated routes may be designed to allow students to complete a full-time degree in two years or a part-time level in one year. If a course has been designed in such a way then the details will be set out on Courseloop. Schools must establish mechanisms to assess students' prior learning when considering applications to transfer into the course at any level, and identify how students who transfer onto the course will be supported.	Learn	B1	5
Assessed Work Like Experience All UG courses will include embedded Assessed Work Like Experience (AWLE).	There must be 240 hours of assessed work like experience across a full three-year course (proportional for shorter UG courses).	Work	B1 B2 B3	3, 4, 5
Major project and synoptic assessment All courses will include a major project and a synoptic assessment.	The major project must be a minimum of 40 credits or 60 credits for Integrated Masters. The major project and synoptic assessment must be in the final year.	Learn, Work	B1 B3	1, 4, 5
Awards and Final classification	A final award classification can be based on just L6 performance or can include a contribution from L5. If the latter is agreed, this must be based on a 20% / 80% split, with the larger contribution being from L6. For Integrated Masters, the final award classification must be based on 50%/50% split. Students successfully completing an integrated foundation year will not be eligible for an exit award at L3. The final award classification for students who transfer from a foundation degree must be based on L6 performance only.	Learn	B4	5