**Submission Form for New Module Guidance**

Academic staff should complete a submission form for each new module they are convening. Completed forms should be submitted to their Student Services programmes contact. Initial review of modules is done by Student Services (Delivery). The Curriculum team within Service Development gives final approval. A module that does not receive final approval from Curriculum will not be permitted to run.

Further guidance can be found in the [Quality Manual](https://www.nottingham.ac.uk/academicservices/qualitymanual/curriculum/index.aspx) (note, some information needs to be updated to bring in line with Campus Solutions, however general principles still apply).

**SECTION A: GENERAL INFORMATION**

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| Session | The academic year in which the new module will first run |
| Credits | New modules can only have a value of 10, 20, 30, 40 or 60 credits. Zero credit modules are not supported by the University and are only permitted in exceptional circumstances (usually where there is a PSRB requirement). A school will need to submit a case to QSC via Curriculum if proposing a zero credit module. |
| Level | The level of a module is usually connected to the corresponding point of a student’s degree, for example, Level 1 equates to Qualifying Year, Level 4 to Part III or PGT. See the [Quality Manual](https://www.nottingham.ac.uk/academicservices/qualitymanual/curriculum/modulespecificationguidance.aspx) for further guidance. |
| Places | The expected number of students on a module |
| HESA Subject Area of Study | Also known as JACS. This information is used by SPP for data reporting purposes. A full list of codes can be viewed on the [HESA website](https://www.hesa.ac.uk/support/documentation/jacs/jacs3-detailed). If unsure or unable to find an appropriate match, use the highest level code e.g. W300 for Music, B700 for Nursing, J700 for Biotechnology. More than one code can be used, in which case percentages must be specified. |
| Cap | Indicates if the number of students on the module is limited to the indicated places. A rationale is required if a cap is in place. |
| Administering Unit | Indicate the School/Department which is chiefly responsible for the administration of this module. |
| Contributing Unit | Please name any other Schools/Departments involved in delivering the module |
| Convenorship | Please enter each academic member of staff who will be acting as Module Convenor or Module Contributor. Postgraduate students cannot be convenors. |
| Module Title | State the title of the module. If there is more than one version of the same module and the titles are the same then these should be differentiated using brackets. For example, “Accessing America (20 credits)” |
| Summary of Content | Summarise the content of the module. There is limited space in this field; it should accommodate an average of 250 words/1500 characters, which is the same as Saturn. |

**SECTION B: AVAILABILITY AND REQUISITES**

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| Taught Semester | Indicate the semester in which the module is to be offered. |
| Session Availability | Indicate if this module is typically available every year or every other year |
| Multiple Offerings | Please state if the module is to be offered more than once during the academic year. It is critical to state in which semesters the module will run due to Campus processes. |
| Intensive Block | Campus does not currently support the label of Intensive Block, but it is still useful to record this information as it may affect how the module needs to be set up. Please indicate how many times the module will run. |
| Target Students | Briefly describe the degree programmes or particular students this course is aimed at. For example, “A100 only”, “Single and Joint Honours History students”. |
| Pre-Requisites | Please give any conditions a student **must** meet in order to take this module. For example “Must have passed EDUC2003”, “Must have an A Level in German”, “Must be registered on a Business School programme”. Note that only certain requisites can be programmed in Campus Solutions; requirements such as ‘Must have an A Level in…” can only be entered as text for information. |
| Co-Requisites | Co-requisites are conditions within the same academic year, for example “Students must take PHYS2022 and PHYS2023” |
| Anti-Requisites | Effectively, this is excluded combinations. For example, “Students cannot take BUSI3010 if they have taken BUSI2020” |
| Available to Exchange Students | Please indicate if this module is open to exchange students. Please state if there are any restrictions, for example, only exchange students of a particular discipline or programme. |
| Available to Subsidiary Students | Please indicate if this module is open to students from outside the offering School/Department. Please state if there are any restrictions, for example, only students of a particular discipline or programme. |
| Suitable for 1st Years | Is the module particularly suited for first year students |
| LBR Module | For use by Health Sciences only. |
| Only Available to UG | To indicate whether or not a UG module can be taken by Postgraduate students |
| Also Available to UG | To indicate whether Level 4 PGT modules can be taken by Undergraduate students. |

**SECTION C: ASSESSMENT AND ACTIVITY INFORMATION**

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| Assessment Period | Indicate when the module assessment is to be completed by. |
| Assessment | Indicate the type of assessment. Please consider that the appropriate type is used, rather than simply describing every non-exam item as “Coursework”. |
| Percent | Please indicate the weighting of the assessment item. Whole numbers must be used otherwise assessment functions in Campus Solutions cannot work. |
| Requirements | Describe what students are expected to do. Do not use vague statements such as “Presentation”, instead say, “A 20-minute group seminar presentation, plus 5 minutes’ questions”. The length of exams **must** be stated – this includes ROGO or other in-class. |
| Further Assessment Information | Please give any other details about the assessment for the module. For example, indicate if any items are mandatory to pass, or are not permitted resits. |
| Reassessment | If the reassessment of the module differs from the original assessment, then this must be indicated in the module specification. |
| Activity | Indicate the type of teaching activity |
| No Per Week | How often does the activity take place in the weeks it is taught |
| Duration | Length of activity |
| Number of Weeks | How many weeks does the activity run? |
| Other Activity Information | Please outline any other relevant activity information. |

**SECTION D: QUALITY ASSURANCE**

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| Aims | The aims of the module should be clearly outlined. |
| Learning Outcomes | The Learning Outcomes of the module should be clearly stated. |
| Consulted Schools | Please list any other schools that were consulted regarding this module |
| Module Web Links - Description | The text to display for the web link e.g. Moodle  |
| Module Web Links - URL | The URL of the link |

**SECTION E: APPROVAL**

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| Committee | Please state the committee or board at which approval was given (can also be an appropriate individual, such as Director of Teaching). |
| Date | The date the committee meeting/approval took place |