**Submission Form for New Module**

*Guidance for completing this form can be found on the* [*Curriculum Website*](https://www.nottingham.ac.uk/academicservices/staffinformation/curriculum-management/forms-and-guides.aspx)

*Guidance on module specifications can be found in the* [*Quality Manual*](https://www.nottingham.ac.uk/qualitymanual/prog-and-mod-design-and-approval/modules.aspx)

**PLEASE DO NOT SAVE THIS FORM AS A PDF**

FINALISED FORMS SHOULD BE SENT TO YOUR REGISTRY AND ACADEMIC AFFAIRS PROGRAMMES TEAM CONTACT

CHANGES OUTSIDE OF DEADLINES SHOULD BE EXCEPTIONAL AND MAY NOT BE PERMITTED WITHOUT APPROVAL



**SECTION A: GENERAL INFORMATION**

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| Module Title |  |

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| Level of Study | Choose an item. |

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| Session *(e.g. 22/23)* | Choose an item. |

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| Summary of Content |
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| ‘Content note’ draws attention to potentially difficult material that students might want to be aware of. For further details please refer to the University’s [‘Content Notes Policy’](https://www.nottingham.ac.uk/educational-excellence/services/pol-content-notes.aspx)  Although not possible in Campus at present, it is anticipated that a ‘content note’ box will be included in future module information in order that we can monitor its use. |

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| Does this module require advisory text? (If yes, please outline below) | Choose an item. |
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| Credits | Choose an item. | If Other: |

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| Availability of Module | Choose an item. |

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| Only Available to UG |  | Also Available to UG |  |

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| Available to Exchange Students |  | Please note any conditions |
| Available to Subsidiary Students |  | Please note any conditions |
| Suitable for First Year Students |  | Please note any conditions |

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| Places |  |

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| Is there a cap on places? | Choose an item. |

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| If Yes, please provide a rationale |
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| Taught Semester | Choose an item. |  | If taught in more than one semester, select other semester(s) | Choose an item. |

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| If taught in more than one semester, select other semester(s) | Choose an item. |  | If taught in more than one semester, select other semester(s) | Choose an item. |

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| If taught in more than one semester, select other semester(s) | Choose an item. |  | If taught in more than one semester, select other semester(s) | Choose an item. |

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| Start Date | Click or tap to enter a date. | End Date | Click or tap to enter a date. |

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| Faculty | Choose an item. |

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| School |  |

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| Pre-Requisites |  |

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| --- | --- |
| Co-Requisites |  |

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| --- | --- |
| Anti-Requisites |  |

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| Administering Unit |  | % |  |

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| --- | --- | --- | --- |
| Contributing Unit |  | % |  |

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| --- | --- | --- | --- |
| Contributing Unit |  | % |  |

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| Method of Delivery | Choose an item. |

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| Consulted Schools |
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| Aims |
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| Accreditation Details *(if applicable)* |
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| Target Students |
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| Assessment Period | Choose an item. |

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| Module Web Links *(e.g Moodle)* | |
| *Web Link Text* | *Web Link URL* |
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| Learning Outcome 1 |
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| Learning Outcome 2 |
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| Learning Outcome 3 |
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| Learning Outcome 4 |
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| Learning Outcome 5 |
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| Learning Outcome 6 |
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**KSBs for Apprentice Programmes only:**

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| KSBs |
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| Class Information *(note: this is for information only and is not used for scheduling)* | | | | |
| *Activity* | *No. Per Week* | *Duration Hours* | *Duration Minutes* | *Number of Weeks* |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |

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| Further Activity Information |
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| Convenor Details | | | |
| Type | Title | Name | Campus Empl ID |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |

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| Is the module compensatable? | Choose an item. |

**SECTION B: ASSESSMENT INFORMATION**

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| Assessment |
| Please specify the module’s assessment elements, noting that assessment types should follow standard University terminology. For resit information (required for Campus Solutions configuration), please state “Y/N” under “Allowed”. For “Attempts”, please enter “3” if standard, “2” if a second resit of an element is not permitted, and “0” if no resits are permitted. |

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| Elements | | | | | | Standard Exam Period | | Resits | | Resits | |
| Assessment Style | Weighting | Details | Pass Mark | Asses. Type | Mandatory Pass | Exam Type | Exam Length (HRS:MIN) | Allowed | Attempts | Exam Type | Exam Length (HRS:MIN) |
| Select Type |  |  |  | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. | Choose an item. |  |
| Select Type |  |  |  | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. | Choose an item. |  |
| Select Type |  |  |  | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. | Choose an item. |  |
| Select Type |  |  |  | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. | Choose an item. |  |
| Select Type |  |  |  | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. | Choose an item. |  |

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| Please note for Mandatory Pass |
| A Mandatory Pass should only be used for assessment elements which must be passed and cannot be compensated by other assessment elements for that module. Note that this is **not** the same as a module being non-compensatable on a programme specification and there is no expectation for non-compenstable modules to have Mandatory Pass elements. It is typically expected that Mandatory Pass will be used where there is a particular professional body or accreditation requirement. |

**EXCEPTIONS TO STANDARD CONFIGURATION**

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| Module Pass Mark |
| In accordance with University regulations, the **overall** pass mark for a UG module is 40% and the **overall** pass mark for a PG module is 50%. In most instances, deviation from an overall standard pass mark is expected to be for professional body or accreditation reasons and will require University approval. Where a non-standard overall pass mark is indicated, the local Registry and Academic Affairs Programmes Team should liaise with the RAA Curriculum Approvals and Advisory Team. A module with a non-standard overall pass mark should be specified on the relevant programme specification(s). |

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| Does this module have a non-standard overall pass mark? | Choose an item. |

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| If Yes, please check the box and outline the reason below. |
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| Module Resit Attempts |
| Standard University regulations entitle students to a first and second resit of a failed module, provided they satisfy the requirements outlined in the [UG](https://www.nottingham.ac.uk/qualitymanual/academic-regulations/ug-study-regs.aspx) and [PGT](https://www.nottingham.ac.uk/qualitymanual/academic-regulations/pgt-study-regs.aspx) regulations. Deviation from these regulations is expected to be because of professional body or accreditation requirements and should be noted on relevant programme specification(s). Where there is a deviation, this will require University level approval (APAR exemption); in these cases, the local Registry and Academic Affairs Programmes Team should liaise with the RAA Curriculum Approvals and Advisory Team. |

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| Does this module deviate from standard regulations for resits? | Choose an item. |

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| If Yes, please check the box and outline the reason below. |
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**SECTION C: HECoS INFORMATION**

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| HECoS Subject Area | | *A list of HECoS Subject Areas can be found* [*here*](https://workspace.nottingham.ac.uk/display/CAI/Curriculum+Home) | | | |
| Cost Centre 1 | Choose an item. | Subject 1 |  | Percentage |  |
| Cost Centre 2 | Choose an item. | Subject 2 |  | Percentage |  |

**SECTION D: APPROVAL**

**SCHOOL CONFIRMATION OF INTERNAL APPROVAL**

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| --- | --- | --- | --- | --- |
| I confirm that adequate consultation has been undertaken regarding resources, and that this module has been reviewed at School level prior to submission | | | |  |
| Committee or Board |  | Date | Click or tap to enter a date. | |

**FOR USE BY REGISTRY AND ACADEMIC AFFAIRS PROGRAMMES TEAM**

**RECEIPT AND PROCESSING**

|  |  |
| --- | --- |
| Specification Received On: | Click or tap to enter a date. |
| Reviewed By: |  |

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| Campus Solutions | |
| Data entered into Campus by: |  |
| Date entered: | Click or tap to enter a date. |
| Course Code |  |
| Course ID |  |
| Course Academic ID Created |  |
| Activity Registry Created |  |
| Requisites Created |  |
| HESA/HECoS Record Created |  |

**APPROVAL**

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| Specification Received On: |  |
| Reviewed By: |  |
| Approved (Date) |  |

**If the module is not approved, please state required amendments and return to originator:**

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| Deadline for returning amendments | Click or tap to enter a date. |  |
| Approved following amendments |  |