**Annex 12 - Module Descriptor Template and relevant stakeholders**

All of the modifications listed below can be agreed at School level but some may need agreement from particular stakeholders to enable School-level approval.

There is an underlying principle that students will be consulted on any change proposed to the module descriptor, irrespective of whether or not it constitutes a formal modification and requires any form of approval.

With the exception of field *15 Module co-ordinator*, all changes to the module descriptor should be made to the standard timeframes, irrespective of whether or not they constitute formal modifications.

A new module is subject to all of the usual stakeholders in programme approval[1] in terms of development and approval of the module although addition or deletion of a module to/from a programme once the module is in approval only requires agreement from the external examiner, Student Services and Academic Services.

**Key**   No modifications permitted

Modification normally treated as new module

Modification may require consultation with or agreement from relevant stakeholders

Not considered a modification but consultation may be required and record must be kept

|   | **Field** | **Modification** |
|---|---|---|
| 1 | Module code | Not permitted – Student Services only |
| 2 | Module title | Normally a consequence of significant change so treated as new module |
| 3 | Subject | Requires agreement from: <br> • Academic Services |
| 4 | Core, Required or Required* for | Requires agreement from: <br> • External examiner <br> • Academic Services <br> • Student Services |
| 5 | Level | Treated as new module |

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[1] Executive Dean of School, Academic Services, Library and Learning Services, Deputy Vice-Provost Learning and Teaching Quality, Deputy Registrar, Head of Careers and Employability and (for any modifications to postgraduate taught provision) Pro-Vice Chancellor Research and Enterprise

| 6 | UK credits | Treated as new module |
|---|---|---|
| 7 | ECTS credits | See field 6 UK Credits |
| 8 | Optional for | Requires agreement from:<br>• External examiner<br>• Academic Services<br>• Student Services |
| 9 | Excluded combinations | Requires agreement from:<br>• External examiner |
| 10 | Pre-requisite or co-requisite | Requires agreement from:<br>• External examiner |
| 11 | Class contact time: total hours | School approval only (not considered a modification but a record must be kept) |
| 12 | Independent study time: total hours | School approval only (not considered a modification but a record must be kept) |
| 13 | Semester(s) of delivery | Requires agreement from:<br>• Student Services<br>• any other School in which module is available<br>(This is to ensure timetabling and is not considered a modification) |
| 14 | Main campus location | School approval only (not considered a modification but a record must be kept) |
| 15 | Module co-ordinator | Not considered a modification |
| 16 | Additional costs involved | Not considered a modification but a record must be kept |
| 17 | Brief description and aims of module | Consultation with external examiner recommended |
| 18 | Outline syllabus | Consultation with external examiner recommended |
| 19 | Teaching and learning activities | Consultation with external examiner recommended |

| | | Consultation with Curriculum Development Fellow and Careers & Employability required |
|---|---|---|
| 20 | Intended learning outcomes<br><br>*By successful completion of the module, you will be able to demonstrate:*<br><br>1.<br><br>2.<br><br>3. | Requires agreement from:<br><br>- External examiner<br>- Academic Services |
| 21 | Assessment and feedback<br><br>*Formative exercises and tasks:*<br>F1.<br>F2. | Requires agreement from:<br><br>- External examiner<br><br>Consultation with Curriculum Development Fellow required |
| | *Summative assessments, inc relative weighting %*<br>S1.<br>S2. | Requires agreement from:<br><br>- External examiner<br><br>Consultation with Curriculum Development Fellow required |
| 22 | Learning resources<br><br>*University Library print, electronic resources and Minerva:*<br>- *Key texts*<br>- *Key web-based and electronic resources*<br>- *Specialist resources:* | Consultation with Library required<br>(but not considered a modification) |
| 23 | Preparatory work | No consultation or approval required<br>(Not considered a modification but any changes must be made in line with other timings) |