



**University of Essex Partnerships Team
Course Variation Form**

Please submit this form to the Dean / Deputy Dean of Partnerships via partnerships@essex.ac.uk, at least **three months** prior to the proposed implementation date.

Partner Institution:	
Course Title(s)¹	
Mode of Study	Level of Qualification
FT / PT / Credit Accumulation	UG / PGT / PGR
Module Title(s)	Module Weighting(s)

Supporting information attached: <i>Updated <u>module outline(s)</u>, <u>programme specification</u> and <u>module map</u> should be attached to the form where appropriate, highlighting the proposed variation(s) via tracked changes.</i>	(a) Programme specification <input type="checkbox"/>
	(b) Module outline(s) ² <input type="checkbox"/>
	(c) Module map <input type="checkbox"/>
	(d) Summary of variations ³ <input type="checkbox"/>

PART 1: SUMMARY OF THE VARIATION	
Changes to indicative module content - <i>attach (a) & (b) & (d)</i>	<input type="checkbox"/>
Changes to module title – <i>attach (b) & (d)</i>	<input type="checkbox"/>
Changes to module learning outcomes – <i>attach (a) & (b) & (c) & (d)</i>	<input type="checkbox"/>
Changes to module assessment methods or weighting – <i>attach (b) & (d)</i>	<input type="checkbox"/>
Production of new module(s) – <i>attach (a) & (b) & (c)</i>	<input type="checkbox"/>
Change in mix of core, compulsory and optional modules – <i>attach (a) & (b) & (d)</i>	<input type="checkbox"/>
Change in course title – <i>attach (a)</i>	<input type="checkbox"/>
Change in mode of study or introduction of new mode of study – <i>attach (a) & (b)</i>	<input type="checkbox"/>

¹ Please ensure all affected courses are listed, including sub-degree awards and named exit awards, and that this form includes the impact on each course.

² Module outlines provide information needed to approve the module, including the module description, aims, learning outcomes, learning, teaching and assessment details, indicative module content and bibliography.

³ See Appendix A for a template for the summary of variations.

Changes to course structure, programme specification and module map – <i>attach (a) & (c)</i>	<input type="checkbox"/>
Introduction of named exit awards – <i>attach (a)</i>	<input type="checkbox"/>
Other	<input type="checkbox"/>

PART 2: RATIONALE FOR THE VARIATION

Nature of the proposed variation:

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Reason for the proposed variation:

If there are PSRB considerations, please make explicit reference whether the course variation request has any effect on this.

Proposed implementation date:

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Does the proposed variation require a variation to the Rules of Assessment?

Yes / No

Please note this is subject to approval by the Rules of Assessment Advisory Group and Senate. We strongly suggest you include your proposed wording and rationale for the variation to the Rules of Assessment with your course variation request.

Does the proposed variation involve work-based learning?

Yes / No

Where the placement element is core or compulsory, please explain what support will be in place for students to secure a placement.

PROGRAMME AIMS AND OUTCOMES

Please confirm that the learning outcomes of the award will continue to be met?

Yes / No

Will the programme aims or learning outcomes change as a result of the variation?

Yes / No

If yes, please attach a revised programme specification and module map, highlighting the proposed variation(s) via tracked changes.

Will the programme aims demonstrated by the module change as a result of the variation?

Yes / No

If yes, please attach a revised programme specification and module map, highlighting the proposed variation(s) via tracked changes.

ARRANGEMENTS FOR TRANSITION (for any students on old structures):

Please provide details on any delivery and resource implications and how these will be addressed:

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Will this change affect any other courses delivered at the Partner Institution or the University of Essex? *(please explain how this will be addressed)*

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Has the External Examiner been consulted? *(please attach comments)*

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For major modifications⁴, or those which will impact on current students, how were students consulted? *(please attach comments)*

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Will the proposed variation present any particular difficulties for students with disabilities? *(if yes please provide details)*

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Proposed variation supported by the relevant Head of Department / Head of HE at the partner institution:

Signed:

Date:

Approved by the Dean / Deputy Dean of Partnerships, University of Essex

Signed:

Date:

Comments:

⁴ Please contact the Partnerships Team for guidance on major modifications.

Appendix A: Summary of variations since last validation or periodic review

Course Title(s)	
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Date approved	Summary of the variation(s) to the programme / module (s)	Modules affected

Document review information

Document owner	Partnerships Team
Document author	Rachel Frost, Senior Partnerships Manager
Document last reviewed by	Clare Alexander, Partnerships Manager
Date last reviewed On	January 2024
Review frequency	Annually