Essex logo black U:BLED**University of Essex Partnerships Team**

###### Course Variation Form

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

|  |  |
| --- | --- |
| **Partner Institution:** | |
|  | |
| **Course Title(s)[[1]](#footnote-1)** | |
|  | |
| **Module Title(s)** | **Module Weighting(s)** |
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| **Supporting information attached:**  *Updated module outline(s), programme specification and module map should be attached to the form where appropriate, highlighting the proposed variation(s) via tracked changes.* | (a) Programme specification  (b) Module outline(s) [[2]](#footnote-2)  (c) Module map  (d) Summary of variations[[3]](#footnote-3) |

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| PART 1: SUMMARY OF THE VARIATION | |
| Changes to indicative module content - *attach (a) & (b) & (d)* |  |
| Changes to module title – *attach (b) & (d)* |  |
| Changes to module learning outcomes – *attach (a) & (b) & (c) & (d)* |  |
| Changes to module assessment methods or weighting – *attach (b) & (d)* |  |
| Production of new module(s) – *attach (a) & (b) & (c)* |  |
| Change in mix of core, compulsory and optional modules – *attach (a) & (b) & (d)* |  |
| Change in course title – *attach (a)* |  |
| Change in mode of study or introduction of new mode of study – *attach (a) & (b)* |  |
| Changes to programme specification and module map – *attach (a) & (c)* |  |
| Introduction of named exit awards – *attach (a)* |  |
| Other |  |

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| **PART 2: RATIONALE FOR THE VARIATION** | |
| **Nature of the proposed variation:** | |
|  | |
| **Reason for the proposed variation:** | |
|  | |
| **Proposed implementation date:** |  |

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| **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.* |

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| **ARRANGEMENTS FOR TRANSITION (for any students on old structures):** |
| **Please provide details on any delivery and resource implications and how these will be addressed:** |
|  |
| **Has the External Examiner been consulted?** *(please attach comments)* |
|  |
| **For major modifications[[4]](#footnote-4), or those which will impact on current students, how were students consulted?** *(please attach comments)* |
|  |
| **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:** |

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| **Approved by the Dean / Deputy Dean of Partnerships, University of Essex** |
| **Signed:** |
| **Date:** |
| **Comments:** |

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

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| **Course Title(s)** |  |

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| **Date approved** | **Summary of the variation(s) to the programme / module (s)** | **Modules affected** |
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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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)
3. See Appendix A for a template for the summary of variations. [↑](#footnote-ref-3)
4. Please contact the Partnerships Team for guidance on major modifications. [↑](#footnote-ref-4)