|  |  |
| --- | --- |
| New module approvals |  |
|  | |
| **New module proposal form** | |

This form is to introduce a new module, either to new or existing provision. This form replaces the previous Module Outline Form and New Module Proposal Checklist.

Please fill out all relevant boxes in each of the sections. Where a box indicates that you need to consult with another team, please ensure you do this prior to submission of the form to the Quality and Academic Development (QUAD) Team. This will help with building feedback into course design from an early stage, and avoid possible subsequent delays to the approval process.

|  |  |
| --- | --- |
| Section | Information gathered |
| **SECTION A: Module details** | Key information required for the module. |
| **SECTION B: Academic design** | Information which will be used for the module directory. |
| **SECTION C: Additional details** | Any other aspects of the module delivery which may require approval. |
| **SECTION D: Approval** | Approval status of the module. |

**Approval process**

The department putting forward the proposal is responsible for ensuring that the submission addresses all relevant issues. **All proposals must be authorised by the Head of Department prior to submission of the form to QUAD.**

Once approved by the Head of Department, the proposal will be considered as part of the relevant approval process; either the new course approval process or as part of the annual update to existing provision.

For any modules that include work-based learning, please complete the relevant additional form:

* Work-based learning - available on the [QUAD webpages](https://www1.essex.ac.uk/quality/Reports_and_proformas/default.asp)

For any new modules to be used as part of an apprenticeship, please consult the Apprenticeships Hub ([apprenticeships@essex.ac.uk](mailto:apprenticeships@essex.ac.uk)) and ensure consideration is given to any additional requirements as outlined in the relevant Apprenticeship Standard.

If an existing module will be used in a new apprenticeship, please ensure consideration is given to the different requirements of the apprenticeship variant of the module.

**Submission**

Please return this form to the relevant Quality and Academic Development Manager via [quad@essex.ac.uk](mailto:quad@essex.ac.uk).

If you have any questions or queries, please contact the QUAD Team ([quad@essex.ac.uk](mailto:quad@essex.ac.uk)) or your relevant Quality and Academic Development Manager.

# NEW MODULE PROPOSAL

# SECTION A: Module details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Title**  *100-character limit – no ampersands or abbreviations* |  | | | | |
| **Full Module Code** |  | | **New or revised** | |  |
| **Level** | UG  PGT  PGR | | **Credit Value** | |  |
| **Year(s) of study available to:** |  | | **National Qualification Framework Level:** | |  |
| [**JACS Code**](https://www.hesa.ac.uk/support/documentation/jacs) |  | | [**HECoS Code**](https://www.hesa.ac.uk/support/documentation/hecos%20) | |  |
| **Apprenticeship Standard**  *If module will be delivered as part of an apprenticeship* | | | |  | |
| **Campus(es) to be offered on** | | | | Colchester  Southend  Loughton | |
| **Will any aspects of the module be delivered on another site (i.e. not one of the campuses above)?**  *If yes, please provide details, including whether this site would be used for the first time on this module.* | | | | Yes  No  If yes, details: | |
| **Administering Department** | | | |  | |
| **Cost Centre of Administering Department** | | | | Choose an item. | |
| **Module to be taught by more than one Department?**  *If yes, please provide details of teaching load below.* | | | | Yes  No | |
| **Department** | | **Percentage share (%)** | | **Cost Centre** | |
|  | |  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Introduction** |  | **Duration (weeks)** |  |
| **Terms in which the module will be taught** | AU  SP  SU | **List any pre-, co- or anti-requisite modules** |  |
| **Describe how this module fits into existing and/or new course structure(s)** | *E.g. ‘Core’ for BA Basket Weaving. Any changes to include the module in course structures should be made via Curriculum Update and submitted at the same time as this document.* | | |
| **Describe how this module aligns with the University’s Strategic Plan and its supporting Education Strategy, as well as any relevant department-level plans including how this module incorporates sustainability/ environmentalism into the curriculum.** |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Maximum enrolment cap requested?** | | | | Yes  No | |
| **If yes, please specify the number and provide a rationale below.**  *Please note that maximum enrolment caps are subject to approval by the PVC (Education) after initial consideration and support by the Head of Department, Faculty Dean (Undergraduate/Postgraduate) and Executive Dean. Maximum enrolment caps would need to be approved annually via Curriculum Update.* | | | | | |
|  | | | | | |
| **Does this module need to be added to any specific option groups?** | Yes  No | **If yes, please specify the lists** | |  | |
| **Module available to** | Study Abroad  Yes  No | Outside Option  Yes  No | | Audit  Yes  No | YUFE  ☐ Yes ☐ No |
| *NB: Audit: students who observe a module (as a non-participant).* [*YUFE*](https://www.essex.ac.uk/study-abroad/essex-students/yufe-study) *modules can be offered either face-to-face on the same basis as other Study Abroad modules or virtually where the module delivery supports this.* | | | | |
| **Are there any PSRB / accreditation requirements?** | | Yes  No  *If yes, please provide details* | | | |
| **Does the module involve the following?** | Work-Based Learning (WBL)  Yes  No  *A separate form may need to be completed.* | | Apprenticeship  Yes  No  *If yes, please contact apprenticeships@essex.ac.uk* | | |
| Partner Institution  Yes  No  *If yes, please contact partnerships@essex.ac.uk* | | Online Teaching Delivery  Yes  No | | |

# Module Discontinuation

|  |  |  |
| --- | --- | --- |
| **Is this module replacing an existing module? If so, name the discontinued module(s)** | *The module will still need to be discontinued through the Curriculum Update process.* | |
| **In replacing the discontinued module, will this affect students outside the administering department?** | | Yes  No |
| **Comments:** *Please include any impact on students, including students who were due to take the module in future years, intermitting students and any undertaking reassessment and how this will be addressed.* | | |

# Staffing

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Supervisor** |  | | |
| **Teaching Staff** | *Please specify if members of teaching staff are from departments outside the host department. Please also include staff name as they appear on university systems.* | | |
| **Contact Details for Student Enquiries** |  | | |
| **Does the module rely on the expertise of a single member of staff?** | | | Yes  No |
| **If yes, please provide details of how staff absence would be managed:** |  | | |
| **Existing External Examiner** | Y/N | **If no, please state if nomination has been sent to QUAD** | Y/N |
| **Name of External Examiner** |  | | |

# SECTION B: Academic design

|  |
| --- |
| **Module Description** |
| *This section should consist of up to two concise paragraphs providing a core overview of the module.*  *The first paragraph is used in eNROL when students are making module choices.*  *Examples of how to start this section include:*  *This module provides an overview of/introduction to….*  *This module focuses on….*  *This module explores…..*  *This module examines….* |
| **Aims** |
| The aims of this module are:   * *To introduce students to…* * *To provide students with an understanding/work* * *To enable students to develop/engage with/apply* |
| **Learning Outcomes** |
| By the end of this module, students will be expected to be able to:   1. *Demonstrate a comprehensive knowledge…* 2. *Critically evaluate….* 3. *Identify and explain….*   *Learning outcomes should be appropriate for the level of study in accordance with sector-wide* [*qualification descriptors*](https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf)*.*  ***Transferable Skills*** *should be included here if applicable* |
| **Module Information (including syllabus)** |
| *Delete sections as appropriate; example text or guidance has been provided for each section.*  *Module Cap Criteria*  *Students should choose this module via eNROL. The Department will then contact students to advise of the application process……*  *Non-Essex Requisites*  *Erasmus/IP students must have already taken at least two modules at their home institutions…*  *Complimentary learning or prior knowledge*  *Note for departments: These are not requirements and would not prevent the students from enrolling.*  *Students should have already taken/have some knowledge of/have some experience of…*  *Professional body requirements*  *In order to meet accreditation requirements students will be required to…..*  *Syllabus information*  *Note for departments: This should be an indicative list of the subjects covered, written as a bullet point list. Please do not include lecture numbers or week numbers.* |
| **Learning and Teaching Methods** |
| *Please highlight how learning and teaching methods will be inclusive for all students, including those studying online, if applicable. Are there any aspects of the module that might present any difficulties for disabled students (including mental health and medical conditions)?*  *Note for departments:*  *This section will need to include the number and duration of lectures/seminars/classes per week to be published to students.*  *Please also include any information specific to the type of teaching, e.g. the general format of a seminar, reading material expectations.*  *Please do not include names of staff members in this section, or specific week by week topics.*  This module will be delivered via:   * *One 2-hour seminar per week* * *One 1-hour lecture per week* * *One 1-hour workshop per term* * *One practical (lab / in-class test) per term* * *Two drop-in sessions (e.g. support classes or screenings) per week*   *Students are expected to undertake the reading before classes and be prepared to engage in discussion.*  *Students are expected to prepare and deliver one ten-minute presentation at the end of the module.* |
| **Bibliography** |
|  |

# Contact hours

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total contact hours:** | |  | | | |
| Total independent study hours: | |  | | | |
| *NB. Total contact hours and independent study hours combined should be equal to 150 hours for a 15-credit module and 300 hours for a 30-credit module etc. (10 hours per credit)* | | | | | |
| **Lectures** |  | **Seminars**  *inc. class, group, and tutorials* | |  | |
| **Workshops** |  | **Practicals**  *inc. labs, tests (in class) and presentations* | |  | |
| **Drop-in sessions**  *inc. support classes and screenings where attendance is not monitored* |  | **Other *please specify*** | |  | |
| **For online/blended learning, please provide percentages of delivery, or provide further details below (please also give an indication of synchronous / asynchronous delivery where this applies):** | | Face-to-face delivery | X% | Online delivery | X% |
|  | | | | | |

# Online Learning Delivery

|  |
| --- |
| **Please provide further information regarding the format of the teaching sessions for online teaching delivery mode of study:**   * *Please include whether teaching events will need to be timetabled with existing module variants or timetabled separately.* |
|  |

|  |
| --- |
| **Please provide details of the use of Moodle, including activities or resources that will be available online.** |
|  |

|  |
| --- |
| **Please provide details of the support provided to students studying online:**   * *Please include details of what opportunities there are for student/tutor/personal tutor/professional service staff interaction and for students to provide feedback.* * *What provision has been made for social aspects of learning?* |
|  |

|  |
| --- |
| **Has the module been developed with the support of the Technology Enhanced Learning team (**[**tel@essex.ac.uk**](mailto:tel@essex.ac.uk)**)? Please provide details of consultation:** |
|  |

|  |
| --- |
| **Does the Department currently offer, or plan to introduce, any other online/blended learning modules which could impact a student’s visa status?**   * *Please note, students should not undertake more than 30 credits of online only study* * *Please check the possible impact on a student’s visa status with the International Services team (*[*istsenior@essex.ac.uk*](mailto:international@essex.ac.uk)*)* |
|  |

# Assessment

**\*EXAM OPTIONS (for use in below table)**

**Exam Period:** Autumn Special / January / Early Exams / September (Reassessment Period) / Spring Special / Summer (Long Vacation) / Summer (Main Period)

**Exam Location:** FASER / large desk / MyLab Accounting-Moodle / Moodle MCQ / MyLab Finance-Moodle / PC Lab / PC Lab – Special Software / QMP Perception / Qualtrics-Moodle / Science Lab / Standard

**Exam Style:** Computer-based / In-person / Remote

**Exam Managed by:** Centrally Managed / Department Managed

**Exam Book:** Open Book / Open Book (Restricted) / Closed Book

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment** | | **Weighting- CW : Exam** | |  | | | | | | | |
| **RPS Code** | |  | | | | | | | |
| **Variation to the Rules of Assessment?** | | Yes  No  *If yes, please describe the variation and rationale, which will be discussed with the Assessment Team:* | | | | | | | |
| **Assessment Details** | | | | | | | | | | | |
| Please add rows as necessary | **Length (words) / Duration (minutes)** | | **Assessment Weighting (%)** | | **Submission date / Exam Period\*** | | **Exam Location\*** | **Exam Style\*** | **Exam Managed by\*** | **Exam Book \*** | **Learning Outcome(s) met** |
|  |  | |  | |  | |  |  |  |  |  |
|  |  | |  | |  | |  |  |  |  |  |
| **If any of the above assessment is closed book, please provide a rationale for the use of closed-book assessment (this requires Faculty Dean approval):** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Please provide details of any formative assessment that will be offered in the module:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Please provide details of how the assessment methods will be accessible and inclusive for all students (including those studying online, if applicable):** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Please provide details of any online assessment, in particular exams:**  *- Are there any specific requirements for online assessment, for example, technology, invigilation, security, identity, exam period duration.* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Will the reassessment for the module take the same form as the original mode of assessment?** | | | | | | Yes  No | | | | | |
| **If not, please provide a rationale below for a different form of reassessment** | | | | | | | | | | | |
| *The University’s* [*Reassessment Strategy*](https://www1.essex.ac.uk/quality/Documents/university_policies/ASSESSMENTPOLICIES_dec18.pdf) *(p.17) states that reassessment should by default take the same form as the original mode of assessment. Where this is not possible, approval has to be sought from the Faculty Dean (Undergraduate/Postgraduate) to offer a different form of reassessment.* | | | | | | | | | | | |

# SECTION C: Additional details

|  |  |
| --- | --- |
| **Will any elements of the module pose a specific risk to staff, students or University property?** *E.g. study visits, field trips* | Yes  No  *If yes contact* [*safety@essex.ac.uk*](mailto:safety@essex.ac.uk)*.* |
| **Will any aspect of this module present any difficulties for students with seen and unseen disabilities (including mental health and medical conditions)?** | Yes  No  *If yes contact* [*include@essex.ac.uk*](mailto:include@essex.ac.uk)*.* |
| **Will an exceptional fee be required for this module?**  *A request will need to be submitted separately to the Fees Group (contact funding@essex.ac.uk). Once the module is approved the published fee will be recorded. If the exceptional fee is approved, the record will be updated.* | Yes  No |
| **Are there any additional costs to students relating to this module?**  *If yes please provide approximate average costings.* | Yes  No |
| **Are there any unusual elements to this module which may affect timetabling?** *Examples include block teaching delivery, ad hoc full days events, field trips.* | Yes  No  *If yes contact* [*timetable@essex.ac.uk*](mailto:timetable@essex.ac.uk) |
| *If you have answered yes to any of the above questions, then please provide further details and the response from the relevant University team here:* | |

|  |  |
| --- | --- |
| **Will Listen Again recordings be available for this module?** *If not, and you would like to request to opt out of Listen Again for this module, please provide a rationale below, including whether recordings will still be available to students with learning difficulties and/or disabilities and what other arrangements will be in place to support these students.* | Yes  No  *If no, please provide details below.* |
| **Are any additional resources required to deliver this module, outside of standard resources?** *This could include additional library provision, laboratory equipment, audio-visual facilities, specific computer equipment or software, specialist staff/training etc.* | Yes  No  *If yes please provide details below.* |
| **Comments:** | |

# SECTION D: Approval

# Department Support

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal supported by the Head of Administering Department** | | | |
| **Department** |  | | |
| **Signed** |  | **Date** |  |

# QUAD Comments

|  |  |  |  |
| --- | --- | --- | --- |
| **Work-based Learning (WBL) Form required and completed?** | | | Yes  No |
| **Comments** |  | | |
| **Signed** |  | **Date** |  |

# Apprenticeship Hub Comments

# (for apprenticeship modules)

|  |  |  |  |
| --- | --- | --- | --- |
| **Comments from Apprenticeships Hub:** | | | Yes  No |
| **Comments** |  | | |
| **Signed** |  | **Date** |  |

# Final approval

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Faculty Dean (UG/PG) Approval** | | | | | |
| **Module approval give** | | Yes (no conditions | Yes (with conditions)  *Please specify conditions below* | | No |
| **Comments** |  | | | | |
| **Deadline for response to conditions and recommendations** | | | | | dd/mm/yy |
| **Signed** |  | | | **Date** |  |

**Post Approval**

|  |  |
| --- | --- |
| **Date form sent to Course Records Team (for processing) and Timetabling (**[**timetable@essex.ac.uk**](file:///C:\Users\SAm\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7C7C9HRF\timetable@essex.ac.uk)**) (for information)** | |
| **Date** |  |

|  |  |
| --- | --- |
| **Document owner** | Quality and Academic Development |
| **Document author** | Quality and Academic Development |
| **Document last reviewed by** | Aminah Suhail, Quality and Academic Development Manager |
| **Date last reviewed** | March 2025 |
| **Review frequency** | Annually |