**PROGRAMME SPECIFICATION TEMPLATE**

**This form should be completed when a new course is being proposed and the approval process is being undertaken.** Please use ESIS to generate the programme specification and download a Word version to complete and submit with your course approval documentation.

**NB**: When entering data, please avoid using bullet points or numbered bullets, or any other formatting styles such as italics, underline or bold. It is recommended that you use plain text with paragraph returns and keep the layout as simple as possible. This will avoid any formatting problems when the programme specifications are copied into the MIS Apps database and then shown on the University website. Thank you for your co-operation.

**SECTION A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Awarding Body/Institution** |  | | | | | |
| **Teaching Institution (and campus)** |  | | | | | |
| **Campus/delivery site** |  | | | | | |
| **Professional accrediting body** | (Please complete where applicable) | | | | | |
| **Accreditation type** |  | | | | | |
| **Accreditation dependent on modules taken** | Y/N | | | | | |
| **Final Award**  (e.g. BA (Hons); MSc) |  | | | | | |
| **Qualification framework level**  (e.g. Level 6) = Bachelor’s degree |  | | | | | |
| **Full / Part Time/credit accumulation** |  | | | | | |
| **Course Title** |  | | | | | |
| **QAA Benchmark Group**  (UG programmes only) |  | | | | | |
| **2nd QAA Benchmark Group**  (for Joint UG Programmes) |  | | | | | |
| **3rd QAA Benchmark Group**  (for Joint UG Programmes) |  | | | | | |
| **Proposed JACS Code(s):** | Primary |  | Secondary |  | Tertiary |  |
| **Date revised programme specification takes effect** |  | | | | | |
| **Admissions Criteria**  (for PG programmes only) |  | | | | | |

**SECTION B**

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| **Course Aims** | | |
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| **Course Outcomes**  Please add rows as necessary  For each section, indicate how teaching, learning and assessment enable outcomes to be achieved and demonstrated | | |
| **A. Knowledge and understanding** | | |
| Learning outcomes | | |
| A1 |  | |
| A2 |  | |
| A3 |  | |
| Learning methods | | |
|  | | |
| Assessment methods | | |
|  | | |
| **B. Intellectual/cognitive skills** | | |
| Learning outcomes | | |
| B1 |  | |
| B2 |  | |
| B3 |  | |
| Learning methods | | |
|  | | |
| Assessment methods | | |
|  | | |
| **C. Practical and professional skills** | | |
| Learning outcomes | | |
| C1 |  | |
| C2 |  | |
| C3 |  | |
| Learning methods | | |
|  | | |
| Assessment methods | | |
|  | | |
| **D. Key Skills** | | |
| Learning outcomes | | |
| D1 | Communication |  |
| D2 | Information Technology |  |
| D3 | Numeracy |  |
| D4 | Problem solving |  |
| D5 | Working with others |  |
| D6 | Improving own learning and performance |  |
| Learning methods | | |
|  | | |
| Assessment methods | | |
|  | | |

**SECTION C: Course Structure**

Please use the template for the level of the course (undergraduate or postgraduate taught), and delete the other table.

**Undergraduate provision**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year 1** | | | | | |
| Component  No. | Full  Module Code | Module Title | Compulsory / Core / Optional | NQF Level | Credits |
|  |  |  |  |  |  |
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| **Year 2** | | | | | |
| Component  No. | Full  Module Code | Module Title | Compulsory / Core / Optional | NQF Level | Credits |
|  |  |  |  |  |  |
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| **Year 3** | | | | | |
| Component  No. | Full  Module Code | Module Title | Compulsory / Core / Optional | NQF Level | Credits |
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| **Additional Notes on Module Choices** (if applicable) |

**Postgraduate taught provision**

For PG courses, the status of each module on exit awards (e.g. PGDip and PGCert on a Master’s degree) should be indicated.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | **Status of module on exit awards** | |
| Component  No. | Full  Module Code | Module Title | Compulsory / Core / Optional | NQF Level | Credits | Postgraduate Diploma | Postgraduate certificate |
|  |  |  |  |  |  |  |  |
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**SECTION D: HEAR Summary**

The programme summaries are intended to be read by both specialist and generalist graduate employers. They need to be applicable to all students graduating from a specific undergraduate course, irrespective of the optional modules studied or the degree classification obtained.

|  |  |
| --- | --- |
| **Is standard text being used for the introductory paragraph:** | |
| Yes | please access from ESIS |
| No | For variation to standard text, please contact Deputy Dean (Education) |
| **Broad programme aims** | |
|  | |
| **Key skills, knowledge and competencies:**  This section should include a broad overview of the skills, both subject-specific and transferable, that a student can expect to attain whilst studying at the university.  The descriptions should be based upon the ‘Programme learning outcomes’ section of the existing programme specifications and should be ordered as shown below**.**  These can be kept to a concise format, ideally each being one sentence. | |
| Is standard text being used?  For non-standard text, please seek approval from Deputy Dean (Education) | |
| 1. Knowledge and understanding 2. Programme specific skills such as performance skills (optional) 3. Analytical skills/ critical judgement 4. Problem solving, working independently and as part of a team 5. Communications skills 6. IT skills 7. Independent research project/ capstone project (as appropriate) 8. Year abroad/ work placement year (if applicable) | |
| **Minimum standards required to receive the qualification will be added to complete this section** | |
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**SECTION E**

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| **Web page address:**  (completed centrally) |
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| **Rules of assessment**  The standard rules of assessment will be applied unless you are seeking a variation. Requests must be approved by Senate via Education Committee.  Postgraduate: <http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx>  Undergraduate: <http://www.essex.ac.uk/students/exams-and-coursework/ppg/ug/default.aspx> |

**Document review information**

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