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| --- |
| **ASQ use only** New Module Code: |

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Description automatically generated

**Module Amendment Form**

The amendment should be discussed with the relevant academic staff, including the host School/Faculty and of any other School/Faculty contributing to the programme.

**CLOSING DATE FOR MODULE AMENDMENTS is by the end of the 2nd week of the term preceding the starting date i.e. when teaching would begin** *(e.g. for a new module planned to be introduced in the summer term 2024, notification should be made by Friday 19 January 2024 at the latest).*

**Part 1- Module details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module Title-** *(current approved title)* | | |  | | | |
| **Module Code-** *(current SITS code)* | | |  | | | |
| **School/Faculty-** *(list both School and Faculty)* | | |  | | | |
| **Date amendment will be effective-**  *(mm/ yyyy- academic year should be clearly stated)* | | |  | | | |
| **Amendment applies to-** *(delete as appropriate)* | | | New / Continuing / All students | | | |
| **Associated Programme/s-** *give title/s of programme/s to which this module is used on. (see guidance note 1)* Status\*  Programme Code Programme title *(Core, Compulsory, option)* | | | | | | |
|  |  | | |  | | |
| **Please indicate below the type of changes that are proposed** *(tick as appropriate)* | | | | | | |
| Title of module | |  | Changes to teaching/learning methods | |  | |
| Level or credit value | |  | Changes to curriculum/syllabus | |  | |
| Mode of study | |  | Changes to [learning outcomes](https://birkbeckuol.sharepoint.com/:b:/r/sites/ps-cn-asq/Shared%20Documents/Curriculum/learning-outcomes-guidance-2022.pdf?csf=1&web=1&e=27evQY) | |  | |
| Pre/Co-requisites | |  | Changes to assessment | | |  |
| Withdrawal of module | |  | Other *– please specify* | | |  |
| **Rationale for amendment**- *please explain the reason for the changes to the module, and how they will benefit students.* | | | | | | |

**Part 2 – Changes to module details**

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| --- | --- | --- | --- | --- |
| **New Module Title-** *please state new title if changing* | |  | | |
| **New Credit value-** *please state new value if changing- 15 half; 30 single or 60 double )* | |  | | |
| **New level-** *please state new level of module if changing (see guidance note 2)* | |  | | |
| **Mode of Delivery-** *(if ‘changing or adding a new mode of delivery – please confirm which modes of delivery the module will have )* | | *(delete as appropriate)* | | |
| Face to Face | Y/N | |
| Distance Learning | Y/N | |
| **List any modules which are new Pre-requisites (PR), Co-requisites (CO) or Restrictions (RES) for this module** *(see the Guidance Note 3 below - state which applies against each module listed*  *If a pre-requisite/co-requisite or restriction is being removed, please put* ***REMOVE PR*** *etc in final column* | | | | |
| Module code | Module title | | | PR/CO/Res |
|  |  | | |  |
| **Syllabus-** *(please itemise the main topics of study and provide details of any changes that have been made to these)* | | | | |
| **Learning outcomes -** *(please detail any revisions to the module learning outcomes, highlighting any revisions which have been made)* | | | | |

**Part 3- Teaching and Learning hours, and Assessment**

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| --- | --- | --- | --- |
| **A) Teaching and Learning** *if contact hours or the way they are delivered are being revised, please provide the new information for the module below (see guidance note 4):* | | | |
| **Method of Teaching** | **Contact hours and attendance requirement** | | |
|  | Duration of session | Number of sessions | Total hours |
| Lectures |  |  |  |
| Seminars |  |  |  |
| Tutorials |  |  |  |
| Practical Classes (labs, computers, languages) |  |  |  |
| Field Work |  |  |  |
| Other (please specify) |  |  |  |
| **Total contact hours** |  |  |  |
| Directed Learning /Private Study/Assessment:  *(please detail as appropriate)* |  | | |
| **Total non-contact hrs** | hrs | | |
| **Total of all learning hours** *(contact and non-contact - 150 for 15 credits, 300 for 30 credits)* | hrs | | |

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| **B) Assessment** **–** *if the assessment scheme for the module is being revised, please provide the old and new scheme below (see guidance note 5):* | | |
| **Title of Assessment** *(e.g. Dissertation)* | **Weighting** (%) | **Characteristics** *(e.g., word count, duration of exam)* |
| ***Current Scheme:*** | | |
|  |  |  |
|  |  |  |
|  |  |  |
| ***Proposed new Scheme:*** *(please list in chronological order)* | | |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | **100%** |  |
| **Pass Requirements**  *(please tick one box only)* |  | a pass overall |
|  | all elements must be passed |
|  | some elements must be passed  *(please mark which with \*)* |

**Part 4 – Other amendments**

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| **Other amendments-** *please give details below if there are any other changes to the module specification which have not been detailed in the sections above.* |

**Part 5- Resources**

Confirm that consultation has taken place in all cases with relevant colleagues supporting these services, detailed below, to indicate agreement. Consultations should be evidenced by covering emails.

|  |  |  |  |
| --- | --- | --- | --- |
| **Are additional resources required to effect the changes requested?**  If **YES**, please give details of additional resources required in relevant section below and confirm that consultation with relevant section has taken place.  *Please note that all teaching and learning must be sufficiently flexible to enable all reasonable adjustments to be made in accordance with the Disability Discrimination Act (DDA).* | | Y/N *(delete as appropriate)* | |
| **Accommodation-** *(specific additional room requirements- consult with* [*room bookings*](http://www.bbk.ac.uk/roombookings/)*, e.g. if more than 100 people expected to be taught at once or specialist teaching space over and above lecture theatres and classrooms)* |  | |
| **Library-** *(e.g. new journals, new e-resources, extra print copies, e-learning copyright, access to other libraries- consult with and ensure indicative reading list is sent to subject librarian* [*subject librarian*](http://www.bbk.ac.uk/lib/contact/subject-librarians-2)*)* |  | |
| **ITS-** *(additional IT and Audio-Visual resources required-consult with* [*ITS User Support Manager*](http://www.bbk.ac.uk/its/contact/staff)*)* |  | |
| **Media Services*-*** *(consult with Media Services Manager)* |  | |
| **Other-** *(please state requirements for any other resources and give details of any external funding)* |  | |

**Part 5- Compliance and Approvals**

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| **A) Compliance** |
| **Consumer Protection Law and Student Communications-**  Please can you confirm that you have read the guidance available at[***Guidance for complying with Consumer Protection Law***](https://birkbeckuol.sharepoint.com/sites/ps-cn-asq/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fps%2Dcn%2Dasq%2FShared%20Documents%2FCurriculum%2Fguidance%2Dfor%2Dcomplying%2Dwith%2Dconsumer%2Dprotection%2Dlaw%2Epdf&parent=%2Fsites%2Fps%2Dcn%2Dasq%2FShared%20Documents%2FCurriculum) - **Y / N** *(delete as appropriate).*  If the amendment involves ‘material changes’ to an advertised module, please provide details of how the School will manage student communications over the change, below *(if further advice is needed on whether a change constitutes a ‘material change’, please email your School’s contact for module amendments in ASQ with details of the proposed change)*: |

**B) Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Co-ordinator** *(or author of this proposal, if different)* |  | Date |  |
| **Head of School** *(or Faculty Executive Dean for Faculty held modules)* |  | Date |  |
| **Chair of Faculty Education Committee** |  | Date |  |

**Please note:**

Relevant External Examiners should be consulted and notified of any changes made to existing modules within their remit, including new modules.

You must also ensure **all** the above consultation/approval has taken place and is evidenced by covering emails **before** you submit the form.

Please **return the form to the Secretary of the Faculty Education Committee (FEC)** in line with the above deadline. Following approval (where appropriate) by the School/Faculty EC, notification of the amended module will be made to the College Programmes Committee via Academic Standards and Quality (Registry Services).

ASQ will notify BSIS and the prospectus team and the required changes will be made to the Birkbeck Student Information System (BSIS).

**Guidance Notes**

In developing the module, account should be taken of the College’s [Common Awards Scheme,](http://www7.bbk.ac.uk/registry/policies/regulations) the [College Strategy for Learning and Teaching Enhancement](http://www.bbk.ac.uk/registry/for-staff/quality/documents/SLATE.pdf), [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf), [Quality Code (qaa.ac.uk)](https://www.qaa.ac.uk/the-quality-code) (Part A: Setting and Maintaining Academic Standards),  [Higher Education Credit Framework for England](https://www.qaa.ac.uk/quality-code/qualifications-and-credit-frameworks), relevant [QAA Subject Benchmark Statements](https://www.qaa.ac.uk/en/quality-code/subject-benchmark-statements) and where appropriate, the requirements of [Professional, Statutory and Regulatory Bodies](https://birkbeckuol.sharepoint.com/sites/ps-cn-asq/SitePages/Professional-statutory-and-regulatory-bodies.aspx).

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| **Topic** | **Notes** |
| 1. **Module Status on programmes** | **Core**: must be taken and passed.  **Compulsory**: must be taken but may be compensated on some programmes (not on subsidiary/exit awards i.e. Cert/Dip HE, GradCert/Dip, PgCert/Dip) if not passed. Add details of the designated programme/s for Core/Compulsory modules.  **Option**: selected from a range of approved option modules within the field as specified in the programme regulations. Add details of all programme/s for which the module may be selected as an approved Option.  Please note that any **change to the status** of a module on a programme needs to be submitted in a programme amendment form accompanied by updated Programme specification. |
| 2**. Level** | Either: 4 (C), 5 (I) or 6 (H) for undergraduate modules; Level 7 (M) for postgraduate modules.  Level descriptors are described in [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf).  If the level of a module is amended, the learning outcomes of the module should also be reviewed and updated in line with the new level. |
| 3. **Prequisites/  Co-requisities/  Restrictions** | **Pre-requisite**: List any module (Code and Title) which must be successfully completed prior to undertaking this module, or any other condition/s of eligibility.  **Co-requisite:** List any module (Code and Title) which must be selected in parallel with this module.  **Restrictions**: List any modules which CANNOT be taken in conjunction with this module. |
| 4**. Contact hours** | Normally, 1 credit = 10 notional hours of learning. This includes all study undertaken to achieve the specified learning - contact hours, assessment and private study. Therefore a 30-credit module = approximately 300 hours total learning hours.  **Method of teaching** and **Contact hours/attendance**: For each teaching component give details of the number of associated study sessions and contact hours the student will be expected to attend/undertake in college or elsewhere, e.g. Lectures: 11 weekly sessions, each 1.5 hours, plus revision week.  **Directed Learning/Private Study/Assessment**: Please indicate the approximate number of hours a student might be expected to undertake in other learning and private study, including assessment and preparation for assessment. |
| 5. **Assessment /**  **Pass Requirements** | Assessment methods should enable the student to demonstrate the learning outcomes for the module.  ALL elements of assessment that will have marks entered on SITS must be listed (including those that are zero-weighted for purposes of calculating the overall final mark).  **Elements of Assessment**: e.g. coursework essay, dissertation, project, examination (seen), examination (unseen), group assessment, presentation, portfolio, oral, viva, report (or other that may not be listed here). **Weighting**: percentage weighting the element contributes to the final module result. **Characteristics**: e.g. word count, submission date, duration of exam or other timed assessment  **Pass requirements**: e.g. all elements must be passed; some elements must be passed as well as a pass overall (– mark which with an asterisk); just a pass overall must be obtained. Note pass overall is the most common scheme in use, and other pass requirement schemes should only be used when there is a rationale for this additional requirement. |