

Module Description Tracking Form

IMPORTANT: Please use Adobe Reader to complete this form. Other applications may cause compatibility issues.

Module Code

1. Summary of Changes

Please indicate where changes to the module description have been proposed by completing the checkbox and all fields that apply.

Changes to learning
outcomes and/or
syllabus

Brief description
of changes

Changes to methods
of teaching (e.g.
number of lectures,
labs, tutorials, etc.)

Brief description
of changes

Changes to
assessments

Brief description
of changes

Any other changes

Brief description
of changes

Rationale for changes - please provide a full explanation of the reasons for changes.

2. Methods of Teaching

Please provide accurate figures for each teaching activity. This information will be used for timetabling, workload modelling and the School's KIS return, so it is essential that it is correct. One credit point equates to 10 learning hours. Please see the guidance note 3. Further information can be found [here](#).

Teaching Method	Indicative Hours
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Classroom based lectures	
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Classroom-based seminars and/or tutorials	
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Scheduled online activities (online versions of the above)	
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Practical classes and workshops	
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Supervised time in studio/laboratory/workshop	
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Fieldwork	
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External visits	
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Work-based learning	
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Scheduled examination/assessment	
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Placement	
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Total scheduled teaching	
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3. Teaching Support

Do you require PhD student support for your labs?	Yes
	No

What skills will lab tutors require?

Do you require PhD student support for your tutorials?	Yes
	No

What skills will the tutors require?

4. Assessments

Please provide data for all exams and assignments below (see guidance note 4). Total weighting must equal 100%. Durations for coursework assessments should be realistic estimates of the time required to complete the assessment.

Assessment 1

Title

Type

Weighting

Duration (hours)

Hand out week

Hand in week

Assessment 2

Title

Type

Weighting

Duration (hours)

Hand out week

Hand in week

Assessment 3

Title

Type

Weighting

Duration (hours)

Hand out week

Hand in week

Assessment 4

Title

Type

Weighting

Duration (hours)

Hand out week

Hand in week

Change to Methods of Reassessment

See guidance note 5.

Request change of reassessment method	Yes	New reassessment method
	No	

Rational for change of reassessment method

5. Software and lab requirements

Please provide details of the software and labs you will require. You should only list specific applications or version numbers where it is strictly necessary - for example, "text editor" is sufficient detail if any text editor will do, or "Python" if either of 2.* or 3.* are ok.

6. Module Leader Sign Off

By completing the following details and checkbox I confirm that the module description and tracking form uploaded to the **Working** folder of the shared drive are complete and accurate.

Please email the School Office when you have done this for your module.

Name

Date

Complete

Office emailed