# Form for Proposing or Modifying Modules

**Module proposals and modifications should always be accompanied by a new or modified module specification (below) and** [**completed with sight of the relevant guidance**](https://bham.sharepoint.com/sites/asr/SitePages/Module%20Development.aspx)**. If the module being proposed here is a new placement, the Proposal to Add a New Placement form must also be completed.**

|  |  |  |
| --- | --- | --- |
|  | Is this a module proposal or modification? | Choose an item.  *If ‘proposal’, please contact your Library Engagement Advisor to assess whether extra/new Library materials will be required to support the module. Additionally, once a new module is approved, please note that a* [*Resource List*](https://bham.sharepoint.com/sites/aslibraries/SitePages/resourcelists.aspx) *should be created as soon as possible, and at least 2 months prior to the module running* |
| 1. 1 | School that owns the module | {school} |
| 1. 2 | Department (if applicable) | {dept} |
| 1. 3 | Module title | {title} ({code}) |
|  | Date of implementation (in terms of academic sessions) |  |
|  | Rationale | |
|  | Rationale for proposal/modification of module, including why the proposal/modification is necessary. Please use this box to provide any additional detail about modifications, e.g. if changes are phased. To make changes to multiple modules please attach a specification for each module. | |
|  | |
|  | Please describe any resource implications (e.g. staffing/library resource, impact on income) (required for proposals) |  |
|  | Are there any related programme paperwork? (for proposals and significant module modifications)[[1]](#footnote-2) | Choose an item. |
|  | If yes, have they been submitted for approval alongside this proposal? |  |
| 7 | Consultation (required for modifications, advised for proposals, where applicable) | Please describe how, when, and with whom consultations occurred, and the outcomes |
|  | Prospective/existing students where necessary[[2]](#footnote-3) |  |
|  | If the module is/will be available to students from other Schools /Colleges, e.g. as part of a joint or integrated degree, and/or the Birmingham International Academy, and/or if there is a Dubai-based equivalent, please provide details of consultation with the relevant programme lead(s) |  |
|  | If the module/programme is subject to accreditation, please provide details of consultation with the professional body |  |
|  | If the module is part of a collaborative arrangement, please provide details of consultation with the Head of Apprenticeships and Partnerships |  |
|  | Will the change fit into the partial block structure timetabling approach?[[3]](#footnote-4) | Choose an item.  ***If ‘No’, please state rationale here and*** [***contact Timetabling and Examinations***](https://bham.sharepoint.com/sites/asr/SitePages/TimetablingIndex.aspx) ***for consultation:*** |
|  | If the answer to 7.5 is ‘no, please confirm the details of the consultation with Timetabling and Examinations and whether it will have any significant impact on the integrity of the timetable.  If it will cause a significant impact[[4]](#footnote-5) please provide details of the suggested alternative, impact, and future considerations, including details of the consultation with any impacted Schools who share the module. |  |
| 8 | Approval | |
|  | School | Date: Click here to enter a date.  Approving body: |
|  | College (mandatory for proposals only) | Date: Click here to enter a date.  Approving body: |

# Module Specification

This form should be completed to accompany a module proposal form, or revised to accompany a module modification form by using tracked changes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | School that owns the module | | {school} | |
|  | Department (if applicable) | | {dept} | |
|  | Is the module delivered in collaboration with another organisation? | | Choose an item.  *If ‘yes’ please state the organisation’s name:* | |
|  | Is this module to be delivered by more than one School at UoB? | | Choose an item.  *If ‘yes’ state which Schools they are and what the split will be, e.g. Mathematics 50%, Chemistry 50%:* | |
|  | Accrediting body (if applicable) | |  | |
|  | Module title | | {title} | |
|  | Module code(s) (if known)[[5]](#footnote-6) | | {code}  {#matchedBoolean}  Equivalent modules: {#duplicate}  {.}  {/duplicate}{/matchedBoolean} | |
|  | Module level | | {level} | |
|  | Module credits | | {credits} | |
|  | Module attribute, if relevant[[6]](#footnote-7) | |  | |
|  | Semester in which the module will run | | {semester}  *If delivered multiple times a year, please state how frequently and when they will be delivered.* | |
|  | Programmes on which the module is available (please state the programme title and code) | | As a compulsory module (i.e. every student in the year should be registered on this module code):  {#attachedProgs}{#comp}{.}  {/comp}{/attachedProgs}  As an optional module (including any information about its grouping, if relevant):[[7]](#footnote-8)  {#attachedProgs}{#optional}{.}  {/optional}{/attachedProgs}  Confirmation that module registrations (or numbers attending teaching events for this module) are expected to meet or exceed the relevant College’s agreed threshold:[[8]](#footnote-9)  Choose an item. | |
| 13.1 | State the name and code of any pre-requisite *modules*, i.e. modules students *must* have taken in previous years to be eligible to take this module. Please also note if these modules need to have been *passed*, as well as attempted | | {#prereqs}{.}  {/prereqs} | |
| 13.2 | State if there is any other/prior knowledge students must possess to be eligible to take this module. Also describe any particular requirements for incoming exchange students, if applicable | |  | |
|  | State the name and code of any co-requisite modules on which students must also register in the same session | | {#coreqs}{.}  {/coreqs} | |
|  | Where will the teaching take place? | | {campus}  *If ‘other’ please state here:* | |
|  | Comment briefly on how your School/Department promotes equality of opportunity by ensuring no barriers are posed to applications, access or progression for any protected group[[9]](#footnote-10) | |  | |
|  | Please briefly outline how this module embeds Education for Sustainability or the United Nations Sustainable Development Goals (SDGs; [see guidance](https://bham.sharepoint.com/sites/EducationExcellence/SitePages/tlh-sustainable-education.aspx)), or if not, what is the rationale behind that decision (approximately 150 words or less). | |  | |
|  | Please detail any exemptions from Regulations | |  | |
|  | Total student effort for the module (this should equal the total no. of hours in 19.1-12, otherwise the missing hours will be added to ‘guided independent study’). NB Every 10 credits should equate to 100 hours of student effort, which includes guided independent study. Hover over each section for a definition. | |  | |
|  | [Lecture](#Lecture) | | {lecture} | |
|  | [Seminar](#Seminar" \o "Generally smaller than lectures, seminars give students the opportunity to engage in discussion of a particular topic and/or to explore it in more detail than in a lecture. Includes tutor-, peer-, and student-led classes. Can take place virtually.) | | {seminar} | |
|  | [Tutorial](#Tutorial" \o "Tutorials can be distinguished from seminars by their stronger emphasis on the role of the tutor in giving direction or feedback. Can take place virtually.) | | {tutorial} | |
|  | [Project supervision](#Projectsupervision" \o "This refers to meetings that a student/group of students has with a supervisor, to plan, discuss, and monitor progress on a particular piece of work, e.g. dissertation or extended project. Meetings can take place virtually.) | | {project} | |
|  | [Demonstration](#Demonstration" \o "E.g.s include the demonstration of laboratory skills, clinical skills, performance art, or fieldwork techniques. Can take place virtually.) | | {demo} | |
|  | [Practical classes/workshops](#Practical" \o "E.g.s include a laboratory class, recital, artefact handling/identification, language conversation, sports match etc. They might incorporate elements of teaching/guided learning. Are likely to be supervised/observed and usually take place in person. ) | | {practical} | |
|  | [Supervised time in a studio/workshop/lab](#Workshop" \o "E.g.s include time spent in an art/design studio, or in a rehearsal space like a workshop theatre. It could be timetabled or take place on an ad hoc basis. Peers as well as staff or affiliates may be involved. Unlikely to take place virtually.) | | {workshop} | |
|  | [Fieldwork](#Fieldwork" \o "E.g.s include survey work and other forms of data collection, excavations, and explorations. Work might be unsupervised or supervised and supervision could be provided by staff or appointed representatives. Some fieldwork may take place virtually.) | | {fieldwork} | |
|  | [External visits](#External) | | {visits} | |
|  | [Work based learning/placement](#Workbased" \o "Any learning taking place via an organised work opportunity rather than in a university/college setting, e.g. managed placement or internship. Some supervision/monitoring, e.g. by a mentor in the host organisation likely. Unlikely to take place virtually.) | | {work} | |
|  | [Guided independent study](#Independentstudy" \o "Work students undertake outside the classroom, e.g. reading and research, preparing and writing coursework and other assignments, revision etc.) | | {independent} | |
|  | Study abroad | | {abroad} | |
|  | Module description | | | |
|  | Recommended:   * Providing a short, clear description, indicating the broad topic area covered by the module. This creates room for flexibility, so you do not need to deliver the exact same material every year. * Ensuring that the description is attractive and accessible to prospective students, thus diminishing the need for a separate module description for marketing purposes. * Possibly noting what ‘type’ of module it is, e.g. is it a broad, introductory module or is it a more specialist module that builds on previous learning? * A module description should be approximately 150 words. | | | Not recommended:   * Inclusion of excessive detail regarding the material to be covered in the module. This creates less flexibility to update that material each year. * Outlining the full module syllabus, week-by-week. This creates less flexibility for you to vary your delivery plan each year. * Over-use of technical jargon, which makes the description less accessible to prospective students. |
| {#description}  {.}  {/description} | | | | |
|  | Module outcomes: each line should contain a different learning outcome (add or remove rows as necessary). All learning outcomes must be assessed by means of a summative assessment – failure to achieve all stated learning outcomes results in a student’s failure of the module. Guidance related to ‘levelness’ can be found in the OfS guidance related to [Sector-recognised Standards (PDF – 201KB)](https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf) and the QAA [Subject Benchmark Statements](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements). Schools are also encouraged to refer to the [Graduate Attributes](https://bham.sharepoint.com/sites/EducationExcellence/SitePages/tlh-graduate-attributes.aspx).  By the end of the module students should be able to: | | | |
| {#outcomes}21.{sequence} | {outcome}{/outcomes} | | | |
|  | Opportunities for formative assessment (i.e. assessment that does not produce a mark that contributes to the overall module mark) |  | | |
|  | Assessment category (multiple assessments should be included in the same category, e.g. a module with two written tasks and an oral presentation would be ‘coursework 100%’)[[10]](#footnote-11) | If the module is wholly or partly assessed by **coursework**,[[11]](#footnote-12) please state the overall weighting: | | |
|  |  | If the module is wholly or partly assessed by **examination**,[[12]](#footnote-13) please state the overall weighting: | | |
|  |  | If the module is wholly or partly assessed by **experiential** assessment,[[13]](#footnote-14) please state the overall weighting: | | |
|  | Additional information on the method(s) of summative assessment and weighting, e.g. 2hr written unseen examination (50%), 1500 word essay (50%) | {#summative}{.}  {/summative} | | |
|  | If there is an examination, is it centrally timetabled? | {#ctExam}Yes{/ctExam}{^ctExam}No{/ctExam}  *If ‘yes’ please specify the length of the examination:*  Choose an item.  *If ‘yes’ is this available for students to take overseas?*  Choose an item. | | |
|  | If there is an examination, select examination period | {#ctExam}{#examPeriod}{.}  {/examPeriod}{/ctExam}{^ctExam}N/A – not examined{/ctExam} | | |
|  | [Please describe any internal hurdles](#Internalhurdles)[[14]](#footnote-15) |  | | |
|  | Method(s) of reassessment students would be expected to undertake should they fail to pass the module at the first attempt. The reassessment method(s) must enable students to meet the module’s learning outcomes. | {#reassessment}{.}  {/reassessment} | | |
|  | Will students come into contact with individuals under 18? | Choose an item.  *If ‘Yes’, students will have to be subject to a Disclosure and Barring Service (DBS) check before they can commence the module. Please provide details of what arrangements are in place for this here:* | | |
|  | Date written/revised | Click here to enter a date. | | |
|  | Contacts | Module lead: {lead}  School administrative contact:  College administrative contact: | | |

1. Significant module modifications can include any change resulting in the generation of a new module code (changes in title, level, or credits). [↑](#footnote-ref-2)
2. Consideration should be given to whether the proposed proposal/modification will impact on existing and/or prospective students. If so, they may need to be consulted. Please consult the [Competition and Markets Authority guidance](https://bham.sharepoint.com/sites/asr/SitePages/Competition-and-Markets-Authority-Guidance.aspx) and the [Policy on Consultation with Students (PDF – 112KB)](https://intranet.birmingham.ac.uk/student/academic-support/registry/legislation/documents/public/cohort-legislation-2025-26/policy-consultation-with-students-25-26.pdf) for more details. Additionally, it is good practice to seek students’ views on changes to provision. [↑](#footnote-ref-3)
3. Timetabling and Examinations should be consulted for any module proposals and modifications that impact the timetable to confirm whether the change will fit the partial block structure. [Guidance on the partial block structure can be found here](https://bham.sharepoint.com/sites/asr/SitePages/Timetabling%20policies%20and%20information.aspx#the-new-approach-to-timetabling-and-the-partial-block-structure). Please note that CMH and LES modules (and those in some areas of EPS) that are not available outside their Colleges are not subject to the partial block structure (for EPS, please consult the guidance to check if your School is on block or not). [↑](#footnote-ref-4)
4. If the module will cause a significant impact to the partial block structure additional approval from the Director of Education and PVC (Education) on behalf of the Timetabling Steering group is needed. [↑](#footnote-ref-5)
5. If the modification relates to all instances of a module, please include all locations and all semesters affected in sections 11 and 15 respectively. [↑](#footnote-ref-6)
6. Module attributes are relevant where it is useful to put modules into categories, e.g. putting modules into subject-based categories on a specialist programme, to indicate which modules can contribute to any specialist minors if not already obvious from the programme requirements; or putting modules into a themed category, such as ‘Languages for All modules’. Otherwise please leave this section blank. [↑](#footnote-ref-7)
7. E.g. if the module is part of a particular subject theme or list of optional modules. [↑](#footnote-ref-8)
8. College of Arts and Law: 10 for all modules; College of Engineering and Physical Sciences: 10 for undergraduate modules, 5 for postgraduate modules; College of Life and Environmental Sciences: 10 for all modules; College of Medicine and Health: 10 for all modules; College of Social Sciences: 15 for all modules. [↑](#footnote-ref-9)
9. As a University we are committed to ensuring that our programmes and modules are inclusive of all students including: international, part-time, mature, those from different socio-economic backgrounds and those with protected characteristics according to the Equality Act 2010. All programmes and modules should therefore seek to promote equality of opportunity through ensuring they pose no barriers to applications, access or progression for any student who meets the admissions criteria. Further guidance can be obtained from [Student Services](https://intranet.birmingham.ac.uk/student/equality-and-diversity/Index.aspx). [↑](#footnote-ref-10)
10. Please see the [Module Development page](https://bham.sharepoint.com/sites/asr/SitePages/Module%20Development.aspx#assessment-categories) for further information on the assessment categories. [↑](#footnote-ref-11)
11. ‘Coursework’ includes essays, dissertations, reports, portfolios, creative practice, oral and visual presentations, oral assessments and viva voces, exercises, and other outputs that do not fall into any of these categories. [↑](#footnote-ref-12)
12. ‘Examination’ includes written ‘closed’ and ‘open’ on-campus exams, written online exams, digital campus and online exams, in-class tests, and quizzes. *NB: the use of online non-invigilated examinations within the assessment process will now be permitted by exception only and following prior approval from the College Director of Education and the Deputy PVC for Education Policy and Academic Standards. See the* [*University’s Guidance on Assessment Load (PDF – 241KB)*](https://intranet.birmingham.ac.uk/student/academic-support/registry/legislation/documents/public/cohort-legislation-2025-26/guidance-assessment-load-25-26.pdf) *for further details.* [↑](#footnote-ref-13)
13. ‘Experiential’ assessment includes practicals (including OSCEs) and appraisal (self and peer). [↑](#footnote-ref-14)
14. 5.5.3 of the [Code of Practice on Taught Programme and Module Assessment and Feedback (PDF - 518KB)](https://intranet.birmingham.ac.uk/student/academic-support/registry/legislation/documents/public/cohort-legislation-2025-26/cop-taught-prog-assessment-25-26.pdf) states that ‘Where there is more than one assessment contributing to the module mark, principal academic units may specify that particular assessments must be passed in order to pass the module (known as 'internal hurdles'). The weighting of each assessment, or the requirement to pass a particular assessment, must be clearly stated as a percentage of the module mark in the approved module descriptions’. [↑](#footnote-ref-15)