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### UCL STUDENT AND REGISTRY SERVICES

Academic Policy and Quality Assurance

**Module Proposal Form**

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| This form should be used to obtain UCL approval for the introduction of a new undergraduate or postgraduate module.  If you require a module to be delivered at two or more FHEQ levels, please submit a separate Module Proposal Form for each level of delivery.  This form should be submitted, having received Departmental approval and Faculty approval  This must be evidenced with the appropriate signatures.  **All new modules to be implemented for the 2024-25 academic session must be submitted to Academic Services by 30th November 2023**  **The timeline for the submission of a new module, as part of a new programme proposal, can be found in Chapter 7 Part B of the Academic Manual.** |

**SECTION ONE: Module detail**

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|  | **Module Title** | |  | | | | | | |
|  | **Is it intended to deliver this module at two or more FHEQ levels?** | | **Yes / No**  *If yes, please provide further detail on which level and ensure that a Module Proposal Form is submitted for each intended level of delivery.* | | | | | | |
|  | **Overarching rationale for proposing the module** | |  | | | | | | |
|  | **Faculty** | | Choose an item. | | | | | | |
|  | **Parent Department/Division/**  **Institute name**  *Please identify only one* | |  | | | | | | |
| **Parent Department/Division/**  **Institute Portico code** | |  | | | | | | |
| **Academic Entity 4-letter prefix and description**  *e.g ENGL for English Language and Literature* | |  | | | | | | |
|  | **Board of Examiners:**  *Please identify only one* | |  | | | | | | |
|  | **Module Leader**  *All members of UCL staff have a UPI code (Unique Person Identifier). These codes are listed in the staff directory on the UCL intranet.* | | **Name:**  **UPI:**  **Email:**  **Departmental email:** | | | | | | |
|  | **Module type**  *Please identify only one* | | **Standard** | | | | | | **🞎** |
| **Dissertation**  *Specifically for modules which, according to the requirements for condonement in Chapter 4 (Section 9) of the UCL Academic Manual,*must*be non-condonable* | | | | | | **🞎** |
| **Research Project**  *Specifically for modules which are assessed principally by the submission of a substantive independent research project, except where the module meets the definition of a dissertation/report module (i.e. that it*must*be non-condonable) in which case ‘’Dissertation’’ module type (above) should be used.* | | | | | | **🞎** |
| **Research Methods** | | | | | | **🞎** |
| **Placement** | | | | | | **🞎** |
| **Fieldwork** | | | | | | **🞎** |
| **Study Abroad** | | | | | | **🞎** |
| **Non-credit bearing** | | | | | | **🞎** |
| **Teacher Training (ITE)** | | | | | | **🞎** |
|  | **FHEQ Level**  *Please identify only one.*  *If the module is to be delivered at different FHEQ levels, please ensure that a Module Proposal Form is submitted for each intended level of delivery.* | | Level 4  Level 5  Level 6  Level 7 / Integrated Masters  Level 7 / Taught Postgraduate  Level 7 / Postgraduate Research  Level 8 (Doctoral) | | | | | | |
|  | **To be introduced** | | **Year:**  **Teaching Period:** Choose an item. | | | | | | |
|  | **Module Credits**  *15 UCL credits = 7.5 ECTS and 150 learning hours*  *30 UCL credits = 15 ECTS and 300 learning hours* | | | | | | Choose an item. | | |
|  | **Brief Module description**  *Please provide a brief description of the syllabus/content of the module (50 – 500 words). This text will be entered into Portico and will become publicly available to students in the Module Catalogue.*  *Please refer to the Module Catalogue Guidelines in the Programme Diet and Module Review Container under Curriculum Management on Portico.* | | | | | | | | |
|  | | | | | | | | |
|  | **Keywords**  *3-5 Keywords, relevant to the module, to be used in Module Catalogue searches* | | |  | | | | | |
|  | **Summary of the method of delivery**  *Please provide details of the teaching and learning methods to be used on this module, including any distance/blended/intensive learning and any lab work, site visits or field trips.* | | | | | | | | |
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|  | **Aims of the module** | | | | | | | | |
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|  | **Intended learning outcomes of the module** | | | | | | | | |
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|  | **Details of Formative Assessment** *(which does not contribute to the final mark)* | | | | | | | | |
|  | | | | | | | | |
|  | **Overview of Summative Assessment** *(which does contribute to the final mark)* | | | | | | | | |
|  | | | | | | | | |
|  | **Detail of Summative Assessment** *(which does contribute to the final mark)*  *Please refer to the UCL assessment load model:* [*https://www.ucl.ac.uk/teaching-learning/assessment-resources/operation-exams-and-assessments/ucl-assessment-load-model*](https://www.ucl.ac.uk/teaching-learning/assessment-resources/operation-exams-and-assessments/ucl-assessment-load-model)*.* | | | | | | | | |
| **Method of Assessment** | **FHEQ**  **Level** | **Percentage Weighting** | | **Assessment length, in time or by word count**  *(centrally-managed exams may only be 1hr, 2hrs or 3hrs)* | **Exam period**  *(for departmentally-managed exams only)* | | **Last assessment to be completed?** *(indicate with an x)* | |
| Choose an item. |  |  | |  |  | |  | |
| Choose an item. |  |  | |  |  | |  | |
| Choose an item. |  |  | |  |  | |  | |
| Choose an item. |  |  | |  |  | |  | |
|  | **Late Summer Assessment** | | | | | | | | |
| **Can the summative assessment on the module be included in the Late Summer Assessment Period?** | | **Yes / No**  *If No, please provide further detail on which summative assessment(s) cannot be included and provide the reason(s) why this is the case.* | | | | | | |
| **Where the summative assessment on the module cannot be included in the Late Summer Assessment Period, please provide further detail on the type and timing of the reassessment.** | |  | | | | | | |
|  | **Mark Scheme:**  *Please identify only one* | | **Standard Numerical (0-100)**  **Standard Letter Grade (A-F)** | | | | | | **🞎**  **🞎** |
|  | **If Unseen examinations are listed above, is it expected that they will be administered by the UCL Examinations Section?** | | **Yes / No**  *If Yes, please note that centrally administered examinations must take place in the main examination period in the third term. With a few exceptions, Exam 1, Exam 2 and Exam 4 must administered locally.*  *EXAM: Written examination in the main period*  *EXAM 1: Written examination in December/January*  *EXAM 2: Written examination in March/April*  *EXAM 4: Written examination in August/September* | | | | | | |
|  | **Will the teaching be shared with any other UCL department?**  ***NB*** *Evidence of Department and Faculty approval for all departments involved in teaching and assessment must be supplied with this proposal*. | | **Yes / No**  *If Yes, please provide the name(s) of the other departments and details of the percentage split in responsibility.*  **Department(s):**  a) Teaching: b) Assessment: | | | | | | |
|  | **Will the teaching be shared with any other institution(s)?** | | **Yes / No**  ***I****f Yes, please attach the Memorandum of Agreement (and supporting documents) approved by UCL’s Academic Partnerships Review Group (APRG)* | | | | | | |
|  | **Does the module have any placement, internship or work-based learning element?** | | **Yes / No**  ***I****f Yes, for Placements, please refer to the UCL Placements Pack, in Chapter 8 of the UCL Academic Manual for further advice and guidance.* | | | | | | |
|  | **Does the module have any fieldwork element?** | | **Yes / No**  ***I****f Yes, please refer to the Safety Services webpage:* [*https://www.ucl.ac.uk/safety-services/a-z/off-site-working*](https://www.ucl.ac.uk/safety-services/a-z/off-site-working)  *for further advice and guidance.* | | | | | | |
|  | **Will the module be taught on UCL premises?** | | **Yes / No**  *If No, please provide further details:* | | | | | | |
|  | **Programme(s) to which this module can be credited?** | | *Please name programme(s) as well as any specific diets or year of study in which the module can be taken.* | | | | | | |
|  | **Should this module be compulsory for any of the programmes to which it can be credited?** | | **Yes / No**  *If Yes, please complete a programme amendment form and submit it to the relevant approving authority.* | | | | | | |
|  | **Is availability limited to students of any particular Faculty, Department or programme of study?** | | **Yes / No**  *If Yes, please provide further details:* | | | | | | |
|  | **Prerequisites.** | | | | | | | | |
| Is this a prerequisite for any module(s)? | | **Yes / No**  *If Yes, please list the module code(s) and title(s) here:* | | | | | | |
| Are there prerequisite module(s) for this module? | | **Yes / No**  *If Yes, please list the module code(s) and title(s) here:* | | | | | | |
|  | **Co-requisites.** | | | | | | | | |
| Is this a co-requisite for any module(s)? | | **Yes / No**  *If Yes, please list the module code(s) and title(s) here:* | | | | | | |
| Are there co-requisite module(s) for this module? | | **Yes / No**  *If Yes, please list the module code(s) and title(s) here:* | | | | | | |
|  | **QAA** [**Benchmark Statement**](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements) **and how intended learning outcomes relate to the statement.** | | | | | | | | |
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|  | **In addition to the standard student feedback mechanisms, External Examining arrangements and Annual Review (ASER), what other quality assurance mechanisms will be employed?** | | | | | | | | |
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**SECTION TWO: Operational Planning**

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|  | **Are there any additional resources (human and financial) required** | | |
| i) to initiate the module | **Yes / No**  *If Yes, please provide further details of what these are and indicate whether these will be met by the department or will be sought from other sources:* | |
| ii) to run the module | **Yes / No**  *If Yes, please provide further details of what these are and indicate whether these will be met by the department or will be sought from other sources:* | |
|  | **Have the learning resources been discussed with the library?** | **Yes / No** | |
|  | **Has a bibliography been provided with this form?** | **Yes / No**  *If No, please state reason why:* | |
|  | **Are there any additional costs to students?**  *Please refer to UCL’s Compliance website for further guidance on what constitutes additional costs.* | **Yes / No**  *If Yes, please provide further details and ensure that these details are reflected in any relevant Programme Summary:* | |
|  | **Is any part of the module unsuitable for disabled students?** | **Yes / No**  I*f Yes, please provide details and what reasonable adjustments will be made to assure equality of opportunity:* | |
|  | **Expected Class Size** |  | |
|  | **Module Workload**  *Please provide breakdown of learning hours by activity.*  *Module credit correlates to the total number of learning hours e.g. a 30-credit module will have 300 hours* | **Activity** | **Hours** |
| Lectures |  |
| Independent study |  |
| Seminars/ problem classes / tutorials |  |
| Wet Laboratory |  |
| Dry Laboratory |  |
| Studio |  |
| PC Cluster room teaching |  |
| Field work |  |
| Independent project work |  |
| Language work |  |
| E-learning/tutor led contact |  |
| E-learning student led contact |  |
| Revision |  |
| Assessment |  |
| Other – please specify |  |
| **Total** |  |

**SECTION THREE: Approvals**

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|  | **Approvals** | |
| **Head of Department** | **Faculty Approval** |
| **Name:**  **Signature:**  **Date:** | **Name:**  **Signature:**  **Date:** |