***Note:*** *This sheet does not form part of the specification and will not be published. The information on this sheet provides contextual and supporting information for the approval process and should provide answers to questions that commonly arise in the consideration of new and revised modules. Please type directly into the form, boxes will expand as needed.*

***NB: specifications with errors in formatting, typos and/or incorrect or incomplete templates will not be considered for approval until corrected.***

***For new modules complete Section A and for revised modules complete Section B. Complete Section C for any new/revised modules.***

***Section A – for new modules only***

| **Question** | **Answer** |
| --- | --- |
| 1. Title of module
 |  |
| 1. State which stage this module will be applicable to (information required by KentVision)
 |  |

***Section B – for revised modules only***

| **Question** | **Answer** |
| --- | --- |
| 1. Module Code
 |  |

| 1. Please indicate which sections of the specification have been revised. NB the approval panel will look at the whole specification and may comment on sections that have not been revised in this submission
 |
| --- |
| 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  | 6[ ]  | 4[ ]  | 8[ ]  | 9[ ]  | 10[ ]  |
| 11[ ]  | 12[ ]  | 13[ ]  | 14[ ]  | 15[ ]  | 16[ ]  | 17[ ]  | 18[ ]  | 19[ ]  | 20[ ]  |

***Section C – must be completed for all modules***

| **Question** | **Answer**  |
| --- | --- |
| 1. Is this module (or any consequently withdrawn modules) compulsory in any courses?
 |  Tick if yes[ ]  |
| 1. Does the introduction of this module, or the withdrawal of other modules, potentially require changes to those courses?
 | Tick if yes [ ]  |
| 1. If so, are those potential changes the result of:

 (i) Changes to the Learning Outcomes of this module?  | Tick if yes [ ]  |
|  (ii) Changes to the term(s) in which this module is delivered? | Tick if yes [ ]  |
|  (iii) Changes to pre- and co-requisite modules? | Tick if yes [ ]  |
|  (iv) Other (please specify) |  |
| 1. If the answer to any of questions 5 to 7 is Yes - confirm that all the owners of the courses listed in section 7 of the specification have been informed
 | Tick if yes [ ]  |
| 1. Will any modules be withdrawn as a result of the introduction of this module to the module? *If yes, please provide the module code and title and information required (see* [*Annex B of the Code of Practice*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-b)*)*
 |  |
| 1. Are there any implications for learning resources, including staff, library, IT and space? If yes, please confirm the Division has considered and planned for the allocation of the resources required
 |  Tick if yes [ ]  |
| 1. Term and year the new module will start
 |  |
| 1. Date this version of the module specification was approved by the Board of Studies
 |  |
| 1. Rationale: please provide any contextual information that will assist members of the approval panel who may not be familiar with the discipline and custom and practice in your Division
 |  |
| 1. Please provide any additional information that may assist the approval panel, for example the rationale for assessment or an explanation of the learning and teaching methods if these vary from a commonly seen pattern
 |  |
| 1. High risk of non-delivery: confirm that more than one person is available to teach this module and that the Divisional Plan includes consideration of resources, cover and succession planning
 |  |
| 1. Division to confirm that consideration has been given to the title and curriculum description to ensure these are not overly constraining
 | Tick if yes [ ]  |
| 1. Does the change to the module represent a change to CMA ‘material information’?
 | Tick if yes [ ]  |
| 1. Please outline what changes are being proposed to the CMA material information and what steps are taken by the Division to minimise the disruption
 |  |

***Please complete this proforma if this is a request for a NEW module. Delete it if this is NOT for a new module and use the AMENDMENT proforma on next page***

**NEW MODULE REQUEST**

**IMPORTANT: The following information must relate to the FIRST YEAR that the module will run. In order for Online Module Registration to be correct only the delivery of a module that will be running that year should be notified. Please do not list information about potential alternate deliveries that are not running. Modules cannot be set up unless the specific delivery that will be running in its first year is specified AND the detailed assessment pattern component breakdown provided.**

| **Question** | **Answer** |
| --- | --- |
| **Module Code:** |  |
| **Version:** |  |
| **Title:** |  |
| **Module Owning Division (Kent):** |  |
| **Delivery Division(s) (if different):**  |  |
| **Delivery Institution:** 0122 UoK; 1268 Canterbury College; 11278 Mid Kent College; 18823 West Kent College; 40406 Medway School of Pharmacy |  |
| **Delivery Campus:** |  |
| **Module Convenor:** |  |
| **Academic Year Module will first run:** |  |
| **Specific instance that will run in first year:**e.g. Term1 , Term 2 , Terms 1‐2 ( 24 week module)If a non‐standard period please state specific period module will run for  |  |
| **Credit Level:**  |  |
| **Number of Credits:**  |  |
| **Module Length** (No of weeks: 12, 24, 30) |  |
| **Module Pass Mark:** (only to be completed if different from the pass mark set out in the Credit Framework)  |  |
| **Module Restrictions:** |  |
| **Assessment Pattern** |  |
| **Method of Reassessment:**  | **Like for Like/Retrieval by 100% Coursework/Retrieval by 100% Exam/Retrieval by 100% Project** |
| **Notes: If there is something unusual about the module details that it would be useful to record please give details** |  |

***Please complete this proforma if this is a request for a module AMENDMENT. Delete it if this is NOT for an amendment and use the NEW module proforma on previous page***

**MODULE CHANGE REQUEST**

**Note : Date the changes take effect must be supplied in order for these changes to be made**

| **Question** | **Answer** |
| --- | --- |
| **Module Code:** |  |
| **Change Required:**e.g. Module title/additional version/new delivery/new assessment pattern |  |
| **Current Module Title:**  |  |
| **New Module Title:**  |  |
| **Add a delivery Campus:**  |  |
| **Change week beginning:** e.g. Term 1, Term 2 , Terms 1-2 ( 24 week Module). If it is a non-standard period please state specific period that module will now run  |  |
| **Credit Change From (To/From):** | **To From**  |
| **Change to Assessment Pattern:**  |  |
| **Change in reassessment method:**  |  |
| **Date changes take effect:**  |  |
| **Notes:** |  |

1. KentVision Code and title of the module

## Division and School/Department or partner institution which will be responsible for management of the module

## The level of the module (Level 4, Level 5, Level 6 or Level 7)

## The number of credits and the ECTS value which the module represents

## Which term(s) the module is to be taught in (or other teaching pattern)

## Prerequisite and co-requisite modules and/or any module restrictions

## The course(s) of study to which the module contributes

Compulsory to the following courses:

Optional to the following courses:

Also available as an elective module

*(delete as appropriate)*

## The intended subject specific learning outcomes.On successfully completing the module students will be able to:

## The intended generic learning outcomes.On successfully completing the module students will be able to:

## A synopsis of the curriculum

## Reading list

## The University is committed to ensuring that core reading materials are in accessible electronic format in line with the Kent Inclusive Practices.

## The most up to date reading list for each module can be found on the university's [reading list pages](https://kent.rl.talis.com/index.html).

## Contact Hours

Private Study:

Contact Hours:

Total:

## Assessment methods

* 1. Main assessment methods

13.2 Reassessment methods

## Map of module learning outcomes (sections 8 & 9) to learning and teaching methods (section 12) and methods of assessment (section 13)

**Module learning outcomes against learning and teaching methods:**

| **Module learning outcome** | 8.1 | 8.2 | 8.3 | 8.4 | 8.5 | 9.1 | 9.2 | 9.3 | 9.4 | 9.5 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Private Study** |  |  |  |  |  |  |  |  |  |  |
| *e.g. workshop* |  |  |  |  |  |  |  |  |  |  |
| *e.g. laboratory* |  |  |  |  |  |  |  |  |  |  |
| *e.g. lectures* |  |  |  |  |  |  |  |  |  |  |

**Module learning outcomes against assessment methods:**

| **Module learning outcome** | 8.1 | 8.2 | 8.3 | 8.4 | 8.5 | 9.1 | 9.2 | 9.3 | 9.4 | 9.5 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *e.g. MCQ test* |  |  |  |  |  |  |  |  |  |  |
| *e.g. Presentation* |  |  |  |  |  |  |  |  |  |  |
| *e.g. Essay*  |  |  |  |  |  |  |  |  |  |  |
| *e.g. Examination* |  |  |  |  |  |  |  |  |  |  |

## Inclusive module design

The Division/Collaborative Partner *(delete as applicable)* recognises and has embedded the expectations of current equality legislation, by ensuring that the module is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.

The inclusive practices in the guidance (see Annex B Appendix A) have been considered in order to support all students in the following areas:

a) Accessible resources and curriculum

b) Learning, teaching and assessment methods

## Campus(es) or centre(s) where module will be delivered

## Internationalisation

**If the module is part of a course in a Partner College or Validated Institution, please complete sections 18 and 19. If the module is not part of a course in a Partner College or Validated Institution these sections can be deleted.**

## Partner College/Validated Institution

## University Division responsible for the course

**DIVISIONAL USE ONLY**

**Module record – all revisions must be recorded in the grid and full details of the change retained in the appropriate committee records.**

| Date approved | New/Major/minor revision | Start date of delivery of (revised) version | Section revised(if applicable) | Impacts PLOs (Q6&7 cover sheet) |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |