**Coversheet for Module Outlines**

The ‘Module Development and Approval’ procedure is for approving: new modules, replacement modules and changes to existing modules. This procedure is one of the Academic Quality Assurance and Enhancement Procedures found [here](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/modules) on the RVC website.

**SECTION 1**

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| **Name of Module:**  |
| **Reason for completing this Module Outline** *- Please mark the box that applies:* |
| New Module | [ ]  |
| Replacement of existing Module *(insert name of module being replaced)*: | [ ]  |
| Major within Module change(s)*Please consult the ‘help sheet’ for guidance on the definitions of Major/Minor changes to Module Outlines.**If this is a Major Within Module change, please also complete Section 2.* | [ ]  |
| Minor within Module changes(s) without significant resource implications - there is no need to complete this coversheet. Please detail changes to the module outline using tracked changes and send it to the Academic Quality Manager for guidance on what approval is required next. (see below for examples of resource implications) | n/a |
| **Assessment Rules**Has the ‘[Guidance for design of assessment in modules](https://ssl-www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Academic%20Quality%20Assurance%20and%20Enhancement%20Procedures/Module%20Development%20and%20Approval/Assessment%20Rules%20-%20Guidance%20for%20design%20of%20assessment%20in%20modules%20PDF_310316.pdf)’ been applied? | Yes [ ]  No [ ]  |
| **Resource implications** *Does this new/replacement Module / Major within Module change have \*resource implications for the College?**\* Resource implications may include some or all of the following:* 1. *Income: is any change (increase/decrease) in income e.g. tuition fees anticipated under the proposal?*
2. *Staffing: does the proposal require additional staff (academic, technical or administrative)?*
3. *Non-pay costs: does the proposal involve additional non-pay costs e.g. travel, teaching materials, equipment, which cannot be met from the existing departmental budget?*
4. *Space: are there any additional space requirements and have these been discussed and agreed with the Director of Estates?*
5. *Library/IT provision: have any additional requirements been discussed and agreed with the Head of LISD?*

*If you ticked yes, please email the Director of Finance (**jwaterfield@rvc.ac.uk**) with brief details of the resource implications, prior to this Module Outline going to Course Management Committee.* | Yes [ ]  No [ ]  |
| **Collaborative Provision** *Does this Module involve learning opportunities that are delivered, assessed or supported through an arrangement with one or more organisations other than the College?**If you ticked yes, please email the Collaborative Programmes Officer (**rsherry@rvc.ac.uk**) with brief details of the collaborative provision and our relationship with the collaborative partner, prior to this Module Outline going to Course Management Committee.* | Yes [ ]  No [ ]  |

**SECTION 2** *(for Major within Module changes only)*

*Always ensure track-changes is on before amending the Module Outline*

***Please complete this coversheet with all relevant information each time a Major change is made to the Module Outline.***

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| **Date** | **Change requested by** | **Requested change** | **Justification for change** |
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