

For Office Use:

Course Code Assigned

University of Aberdeen

NEW COURSE PROPOSAL**GUIDANCE NOTES are available on-line by following the link at the relevant Question or at:**http://www.abdn.ac.uk/registry/senas/senas1_guidance.shtml

1. Course Title:
2. Course Co-ordinator(s) [[see Guidance Note](#)]:
3. Parent School (one only):
- 4a. If the course will replace an existing course, see the Guidance Note and insert the code(s) of those to be replaced; otherwise leave blank:
- 4b. Is the existing course code to be withdrawn **Yes / No**
5. UoA level at which the course will be offered (i.e. 0, 1, 2, 3, 4, Ug5 or Pg5)? [[see Guidance Note](#)]
6. Academic Year in which the course will commence (e.g. 2005-2006) [[see Guidance Note](#)]:
7. When will the course be taught?
- | | | |
|--|--------------------------------|------------------------------|
| First Half-session (Weeks 12-23) | From Week <input type="text"/> | to Week <input type="text"/> |
| Second Half-session (Weeks 30-45) | From Week <input type="text"/> | to Week <input type="text"/> |
| Other (e.g. cross-year): see Guidance Note | From Week <input type="text"/> | to Week <input type="text"/> |
8. Proposed number of credit points [[see Guidance Note](#)]:
9. What is the rationale for introducing the course? [[see Guidance Note](#)]
10. How many students are expected to register for the course and what is the basis for this assumption? [[see Guidance Note](#)]
11. Minimum number of students required for the course to run [[see Guidance Note](#)]:
12. If the number of students to be permitted to register is to be restricted, [see the Guidance Note](#) and insert the maximum number and give the reasons in 22; otherwise leave blank:
13. Indicate the mode(s) of delivery of the course [[see Guidance Note](#)]: **on campus / off campus / by distance learning**

14. Indicate the JACS Subject Code(s) for the course, the Discipline(s) [or Institution(s) in the case of off-campus organisations] which will be delivering each, the percentage share of the course, and whether the teaching represents an additional teaching load: [\[see Guidance Note\]](#)

JACS Code(s)	Providing Discipline/Institution(s)	% Share	Extra Load? (Y or N)

15. Does the School have access to adequate resources to support the teaching and learning (e.g. Teaching Staff, Demonstrators, Bought-In Teaching, Technical (including IT) and Secretarial support, Teaching Accommodation, Library Holdings, Equipment (including IT), Consumables, Computer time, Field Trip Expenditure, Video-conferencing or distance-learning support)? [\[see Guidance Note\]](#) **If No**, give details in 22:

Yes / No

16. Extracts from the following details will form the Catalogue of Courses entry: [\[see Guidance Note\]](#)

Pre-requisite(s):

Co-requisite(s):

Note(s):

Course Aims:

Main Learning Outcomes:

Content:

Teaching: [e.g. 3 one hour lectures (Tue, Wed, Thur at 11) and 1 one hour tutorial (to be arranged) per week]

Assessment: [Indicate below the assessment arrangements, e.g. 1st attempt: 1 two hour written examination (60%); continuous assessment (40%). Resit: 1 two hour written examination (100%). If continuous assessment is included please indicate format and/or word length. [See also the Guidance Note](#)]

1st attempt:

Resit:

Date: 08/10/2010

SENAS1
Appendix 1

17. Indicate the degree programme(s) with which the course will be associated and whether the course will be compulsory or elective for each programme [\[see Guidances Note\]](#):

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18. Indicate the total number of hours for the following [\[see Guidance Note\]](#):

(a) notional student effort required to complete the course [i.e. (b) + (c)]:

(b) timetabled teaching sessions (e.g. lectures/tutorials/practicals) that each student is expected to attend:

(c) time an average student would be expected to devote to private study, including revision:

19. Are there components of the course, including methods of delivery or assessment, that may be inaccessible to students with disabilities or which they may find it difficult or impossible to complete?

If Yes, [see Guidance Note](#) and give details in 22:

20. Will students registering for the course be required to undertake a Disclosure Scotland Check? [\[see Guidance Note\]](#):

21. (a) Are there any implications for equality and diversity within the course? [\[see Guidance Note\]](#):
If Yes, please give details in 22:

(b) Are there opportunities to promote equality?:

22. Provide below any additional information, including that referred to in 4, 12, 15, 17, 19, and 21 [\[see Guidance Notes\]](#):

21. Date approved by Head of School [\[see Guidance Note\]](#):

Signature:	Date:
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Once approved by the Head of School, this form should be sent to the relevant College Registrar [\[see Guidance Note\]](#).

For Office Use

Approved by	Signature	Date
College Officer		
ASC Convener		