**UNIVERSITY OF ABERDEEN**

**CHANGE TO AN EXISTING COURSE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current Course Code(s)**  (Please list all course codes to which the proposed changes will apply.) |  | | | | | | | | | | | | | | |
| **Current Course Title** |  | | | | | | | | | | | | | | |
| **What Type of Change is being requested?**  (Select appropriate box(es) and provide more detail below) | **Title** | **Credit Value** | **Course Coordinator** | **HECoS Code(s)** | **Term** | **Catalogue Overview** | **Catalogue Description** | **2040 Themes** | **ILOs** | **Requisites** | **Study Level** | **Teaching Pattern** | **Assessments / Resits** | **Associated Costs** | **Other Change** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Reason For Change** |  | | | | | | | | | | | | | | |

|  |  |
| --- | --- |
| **New Title** | |
| **What is the new course title?**  (maximum 70 characters) | Note: Title length must be a maximum of 70 characters (including spaces and special characters) |
| **Reason for Change** |  |

|  |  |
| --- | --- |
| **Change of Credit Value**  NB: A changed credit point value requires updated assessment details | |
| **Current Credit Point Value** |  |
| **New Credit Point Value** |  |

|  |  |
| --- | --- |
| **Change to Course Coordinator** | |
| **Current Course Coordinator(s)** |  |
| **New Coordinator(s)**  Maximum of 2 people |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **HECoS Code(s)** | | | |
| **Current HECoS code(s) associated with this course** | **HECoS Code** | **Cost Centre** | **Percentage** |
| *eg: 100478*  *100410* | *C1*  *T7* | *50%*  *50%* |
|  |  |  |
|  |  |  |
|  |  |  |
| **Revised HECoS code(s)**  (see [HESA website](https://www.hesa.ac.uk/innovation/hecos) for more details)  **Note**: A maximum of 3 HECoS codes is allowed, and the total HECoS code weightings must be 100% |  |  |  |
|  |  |  |
|  |  |  |
| **Reason for Change** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Change of Term** | | | |
| **Term**  (Term 1 / Term 2 / Term 3 (PGT) / Full year) |  | | |
| **University Week numbers when the course will now be delivered** |  | | |
| **Please list each assessment and the revised indicative assessment weeks and indicative feedback weeks** | **Assessment** | **Indicative Assessment Weeks** | **Indicative Feedback Week** |
|  |  |  |
| **Reason for Change of term** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Change to Course Overview and/or Description**  Please provide the updated text for inclusion in the Catalogue of Courses | | | | |
| **Overview of Course**  This is the marketing description that feeds directly into the Catalogue of Courses. It will therefore be accessible to students and prospective applicants. | Note: Maximum 500 characters (including spaces and special characters) | | | |
| **Description of Course**  The Description should provide students with the information they require on a particular course. Descriptions should be as detailed as possible to ensure students can make informed decisions on the courses available to them. This information feeds directly into the Catalogue of Courses. It will therefore be accessible to students and prospective applicants. | Note: Maximum 7000 characters (including spaces and special characters) | | | |
| **Aberdeen 2040 Themes**  Does the course align with any of the four commitments of the University’s 2040) strategy? (See appendix C below)  Please tick all boxes that apply | **Inclusive** | **International** | **Interdisciplinary** | **Sustainable** |
|  |  |  |  |

**Intended Learning Outcomes**

This section needs to be completed for each new or revised Intended Learning Outcome (ILO).

For each ILO you should copy and paste this section and add a number which you can then use to link ILOs to assessments, eg ‘ILO2’.

Further information on ILOs, including information about the Thinking Skills and Knowledge levels, can be found in the [Companion Guide](https://365abdn.sharepoint.com/:b:/r/sites/itservices/teams/applications/ApplicationDocuments/Curriculum%20Management/Curriculum-Management-Course-and-Variant-Companion.pdf?csf=1&web=1)

**New Intended Learning Outcome No …………**

|  |  |
| --- | --- |
| **ILO Description**  (maximum 200 characters) |  |

Select one Thinking Skill and one Knowledge Level per Intended Learning Outcome:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Thinking Skill** | **Select One** |  | **Knowledge Level** | **Select One** |
| Remember (1) |  | Factual (1) |  |
| Understand (2) |  | Conceptual (2) |  |
| Apply (3) |  | Procedural (3) |  |
| Analyse (4) |  | Self-reflection (4) |  |
| Evaluate (5) |  |  | |
| Create (6) |  |

|  |  |
| --- | --- |
| **Graduate Attributes** | **Select as Many as Apply** |
| Academic Excellence |  |
| Active Citizenship |  |
| Critical Thinking & Effective Communication |  |
| Learning & Personal Development |  |

**Revised Intended Learning Outcome No …………**

|  |  |
| --- | --- |
| **Current ILO Description**  (maximum 200 characters) |  |
| **Revised ILO Description**  (maximum 200 characters) |  |

Select one Thinking Skill and one Knowledge Level per Intended Learning Outcome:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Thinking Skill** | **Current**  Select One | **Revised**  Select One |  | **Knowledge Level** | | **Current**  Select One | **Revised**  Select One |
| Remember (1) |  |  | Factual (1) | |  |  |
| Understand (2) |  |  | Conceptual (2) | |  |  |
| Apply (3) |  |  | Procedural (3) | |  |  |
| Analyse (4) |  |  | Self-reflection (4) | |  |  |
| Evaluate (5) |  |  |  |  | | |
| Create (6) |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Graduate Attributes** | **Current** | **Revised**  Select as Many as Apply |
| Academic Excellence |  |  |
| Active Citizenship |  |  |
| Critical Thinking & Effective Communication |  |  |
| Learning & Personal Development |  |  |

**Requisites**

|  |  |
| --- | --- |
| **Requisite Change** | |
| **Summary of Changes** |  |
| **Rationale for Change** |  |

**Please Note:**

* As students select their own course choices through MyCurriculum, it is vital to ensure that pre-requisite, co-requisite, and anti- requisite information provided for a course is accurate and kept up to date.
* Students will be entitled to register for any course which they meet the requirements to undertake, providing it timetables with the rest of their curriculum.
* A new course can be added as a requisite by using the course name. There is no need to wait until a course code is issued.

For further information on requisites see the [Companion Guide](https://365abdn.sharepoint.com/:b:/r/sites/itservices/teams/applications/ApplicationDocuments/Curriculum%20Management/Curriculum-Management-Course-and-Variant-Companion.pdf?csf=1&web=1)

When inserting details of requisites in the tables below, please add extra rows, as required.

**Pre-requisite Course**

* A pre-requisite course is a course which the student must either be currently enrolled on (“Studied”) or have previously completed (“Passed”) in order to take this course.
* Studied should be used where the pre-requisite course is at the same level as this course.
* Passed should be used where the pre-requisite course is at a lower level than this course.
* When listing multiple courses, AND should be entered where they are all pre-requisites. OR should be entered where only one is required.

This course is only available to students who have the pre-requisite course(s) listed below:

|  |  |  |
| --- | --- | --- |
| **Current Pre-requisite Course(s)** | **Course Code**  (or name if new course) | **Studied/Passed?**  (Enter S or P) |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please indicate AND/OR if more than one course listed** | **Revised Pre-requisite Course(s)** | **Course Code**  (or name if new course) | **Studied/Passed?**  (Enter S or P) |
|  |  |  |  |
|  |  |  |  |

**Pre-requisite Programme/Subject Area**

This course is only available to students on the programme(s) listed below and/or programme(s) which come under the subject area(s) listed below:

|  |  |
| --- | --- |
| **Current Pre-requisite Programme(s)**  (can be subject area) | **Programme Code(s) or Subject Area(s)** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Revised Pre-requisite Programme(s)**  (can be subject area) | **Programme Code(s) or Subject Area(s)** |
|  |  |
|  |  |

**Pre-requisite Entry Requirement**

This course is only available to students who hold the School level qualification(s) listed below:

|  |  |
| --- | --- |
| **Current Pre-requisite Entry Requirement**  (eg H Maths @B) | **Qualification(s)** |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Please indicate**  **AND/OR if more than one requirement listed** | **Revised Pre-requisite Entry Requirement**  (eg H Maths @B) | **Qualification(s)** |
|  |  |  |
|  |  |  |

**Co-Requisite Course**

Co-requisites require students to take both courses in the same academic year. Bi-directional should be ticked if both courses will be co-requisites of each other.

To take this course students must also, at the same time, take the course(s) listed below:

|  |  |  |
| --- | --- | --- |
| **Current Co-requisite Course(s)** | **Course Code**  (or name if new course) | **Bi-directional?** (Yes/No) |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Revised Co-requisite Course(s)** | **Course Code**  (or name if new course) | **Bi-directional?** (Yes/No) |
|  |  |  |
|  |  |  |

**Anti-Requisite Course**

**Please note:** Anti-requisite(s) should include earlier versions of the course and variants when the course is/has been offered in more than one term.

This course cannot be taken by students who have previously passed or are currently enrolled on the course(s) listed below:

|  |  |  |
| --- | --- | --- |
| **Current Anti-requisite Course(s)** | **Course Code**  (or name if new course) | **Studied/Passed?**  (Enter S or P) |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Revised Anti-requisite Course(s)** | **Course Code**  (or name if new course) | **Studied/Passed?**  (Enter S or P) |
|  |  |  |
|  |  |  |

**Study Level**

|  |  |  |
| --- | --- | --- |
| **Study Level**  Courses at levels 1 and 2 are normally open only to students in programme years 1 and 2.  Courses at levels 3 and above are normally open only to students in programme years 3 and above.  If the course is to be opened up to students in other programme years, please detail here and provide a rationale. | **Current Study Level** | **Revised Study Level** |

**Teaching Pattern**

|  |  |
| --- | --- |
| **Teaching Pattern Change**  Include details of any changes to the teaching pattern.  Do not detail any timetable changes using this form. | |
| **Existing Teaching Pattern** |  |
| **Revised Teaching Pattern**  Lecture/Seminar etc  (please select from Appendix A: Teaching Pattern Event Types) |  |
| **Reason for Change** |  |

**Assessment**

Enter a summary of the assessment changes in the table below, including a list of any assessments that are to be removed. Then complete the following section for each new or amended assessment (copy and paste as many times as required).

|  |  |
| --- | --- |
| **Summary of Assessment Changes** | |
| **Summary of changes** |  |
| **Reason for Change** |  |

For a new assessment complete all details; for an assessment change enter only the assessment type and detail field and the field(s) that are to be changed. For example, to change the word count of an essay from 2,000 to 3,000 and increase its weighting:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Example Assessment Change** | | | | | | | | |
| **Assessment Type**  Please select one. Refer to Appendix B for more information | **Coursework** | | | **Practical Exam** | | | **Written Exam** | |
| x | | |  | | |  | |
| **Assessment Detail**  Please select from list at Appendix B | Essay | | | | | | | |
| **If Other selected in Assessment Detail enter a short description here** |  | | | | | | | |
| **Details**  Specify Exam diet (Dec/May/July/Ad hoc)  Tick summative or formative as applicable  If Essay/report specify word count  If Exam specify exam length | **Exam Diet** | **Summative** | **Formative** | | **Weighting (%)** | **Word Count** | | **Length of Exam (hours)** |
| **Current** |  | x |  | | 30% | 2,000 | |  |
| **Revised** |  | x |  | | 40% | 3,000 | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment Change/New Assessment** | | | | | | | | | |
| **Current Assessment Type** | **Coursework** | | | **Practical Exam** | | | | **Written Exam** | |
|  | | |  | | | |  | |
| **Revised Assessment Type**  Please select one. Refer to Appendix B for more information |  | | |  | | | |  | |
| **Current**  **Assessment Details**  Please select from list at Appendix B |  | | | | | | | | |
| **If Other selected enter a short description here** |  | | | | | | | | |
| **Revised**  **Assessment Details**  Please select from list at Appendix B |  | | | | | | | | |
| **If Other selected enter a short description here** |  | | | | | | | | |
| **Detail**  Specify Exam diet (Dec/May/July/Ad hoc)  Tick summative or formative as applicable  If applicable specify word count  If Exam specify exam duration | **Exam Diet** | **Summative** | **Formative** | | **Weighting (%)** | | **Word Count** | | **Duration of Exam (in hours)** |
| **Current** |  |  |  | |  | |  | |  |
| **Revised** |  |  |  | |  | |  | |  |
| **Info and Feedback**  Any notes and also a description of how feedback will be provided | **Current** | | | | | **Revised** | | | |
| **Indicative Assessment Week Number(s)**  Please use University week numbers |  | | | | |  | | | |
| **Indicative Feedback Week Number(s)**  Please use University week numbers |  | | | | |  | | | |
| **Intended Learning Outcomes Assessed** | Enter ILO number(s) here | | | | | Enter ILO number(s) here | | | |

**Exam Room Arrangements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Current** | **Revised** | |
| **Written or Oral exam?** |  |  | |
| **Duration**  (hours) |  |  | |
| **Location**  Old Aberdeen/Foresterhill/  Suttie Centre/  Offshore/Online |  |  | |
| **Venue**  Main Exam Venue/Computing Room/ Double-desked seating/ specialist room/Lab |  |  | |
| **Additional Information**  Any additional information needed to schedule and organise the exam, eg details of specialist room requirements |  |  | |
| **Exam Stationery** | **Type** | **Current Number Required** | **Revised Number Required** |
| Exam Book 1 (12 pages) |  |  |
| Exam Book 2 (8 pages) |  |  |
| Exam Book 3 (4 pages) |  |  |
| Exam Book 4 (16 pages) |  |  |
| Exam Graph Paper |  |  |
| None Required |  |  |

**Resit (Summative)**

This section needs to be completed for each Resit Assessment. For each Resit Assessment you should copy and paste this section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resit Assessment Change/New Resit Assessment** | | | | |
| **Current Assessment Type** | **Coursework** | **Practical exam** | | **Written exam** |
|  |  | |  |
| **Revised Assessment Type**  Please select one. Refer to Appendix B for more information |  |  | |  |
| **Current Assessment Detail** |  | | | |
| **If Other selected under Assessment Detail enter a short description here** |  | | | |
| **If any previously passed assessment elements are carried forward to the resit, please provide details** |  | | | |
| **Revised Assessment Detail**  Please select from list at Appendix B |  | | | |
| **If Other selected under Assessment Detail enter a short description here** |  | | | |
|  | **Current** | | **Revised** | |
| **Weighting** |  | |  | |
| **Info and Feedback**  Add any notes and a description of how feedback will be provided |  | |  | |
| **Indicative Assessment Week Number(s)**  Please use University week numbers |  | |  | |
| **Indicative Feedback Week Number(s)**  Please use University week numbers |  | |  | |

**Resit Exam Room Arrangements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Detail** | **Current** | **Revised** | |
| **Written or Oral exam?** |  |  | |
| **Duration**  (hours) |  |  | |
| **Location**  Old Aberdeen/Foresterhill/  Suttie Centre/  Offshore/Online |  |  | |
| **Venue**  Main Exam Venue/Computing Room/ Double-desked seating/ specialist room/Lab |  |  | |
| **Additional Information** |  |  | |
| **Exam Stationery** | **Type** | **Current Number Required** | **Revised Number Required** |
| Exam Book 1 (12 pages) |  |  |
| Exam Book 2 (8 pages) |  |  |
| Exam Book 3 (4 pages) |  |  |
| Exam Book 4 (16 pages) |  |  |
| Exam Graph Paper |  |  |
| None Required |  |  |

**Associated Costs**

|  |  |  |
| --- | --- | --- |
| **Detail** | **Current (£) and Description** | **Revised (£) and Description** |
| **Any Associated Costs?**  Specify amount and type of cost, eg £80; Field trip transport and accommodation |  |  |

**Any Other Changes**

|  |  |
| --- | --- |
| **Change to Any other Information about the Course** | |
| **Provide details of Change here** | **Current** |
| **Revised** |
| **Reason for Change** |  |

**SIGNATURES OF APPROVAL**

Approved by: (Head of School)

Date:

Approved by: (for Partner Institution)

Date:

**Appendix A**

|  |
| --- |
| **Teaching Pattern Event Types** |
| Ad Hoc No Teaching Pattern |
| Assessment |
| Aural |
| Breakout |
| Class Test |
| Class Test 2 |
| Clinical |
| Computer Practical |
| Ensemble |
| Field Course |
| Film screening |
| Language Seminar |
| Language Seminar 1 |
| Language Seminar 2 |
| Language Seminar 3 |
| Lecture |
| Oral |
| Oral 1 |
| Oral 2 |
| Practical |
| Practical 1 |
| Practical 2 |
| Practical 3 |
| Presentation |
| Private Study |
| Project |
| Reading practical |
| Revision |
| Science Laboratory |
| Seminar |
| Support Tutorial |
| Tutorial |
| Video Practical |
| Workshop |

**Appendix B**

|  |  |
| --- | --- |
| **Assessment Type** | **Assessment** |
| Coursework | Class Test |
| Coursework | Class Test - Multiple Choice Questions |
| Coursework | Design Project: Group |
| Coursework | Design Project: Individual |
| Coursework | Essay |
| Coursework | Field Trip Log |
| Coursework | Lab Book |
| Coursework | Lab Report: Group |
| Coursework | Lab Report: Individual |
| Coursework | Language Exercise |
| Coursework | Mapping Exercise |
| Coursework | Other |
| Coursework | Report: Group |
| Coursework | Report: Individual |
| Coursework | Portfolio |
| Coursework | Project Plan, Summary or Abstract |
| Coursework | Project Report/Dissertation |
| Coursework | Reflective Report |
| Coursework | Take Home Exam |
| Coursework | Tutorial/Seminar Participation |
|  |  |
| Practical Exam | Computer Programming Exercise |
| Practical Exam | Design Project: Group |
| Practical Exam | Design Project: Individual |
| Practical Exam | Oral Exam |
| Practical Exam | Oral Presentation: Group |
| Practical Exam | Oral Presentation: Individual |
| Practical Exam | Other |
| Practical Exam | Poster Presentation |
|  |  |
| Written Exam | Class Test |
| Written Exam | Exam |
| Written Exam | Exam - Multiple Choice Questions |
| Written Exam | Other |

**Appendix C**

**2040 Theme Definitions**

The definitions of each 2040 Theme, as approved by the University Education Committee, are as follows:-

**Inclusive**

It is expected that all courses are inclusive in their approach to delivery and therefore the focus is not on this aspect of inclusivity but on:

* The subject of the course relates to inclusive issues, for example exploring equality, diversity or human rights

**International**

* Delivered in another country as part of an exchange programme
* Delivered with another country through an approach such as Collaborative Online International Learning
* The subject of the course relates to international issues and explores international perspectives

**Interdisciplinary**

* Delivered from a number of disciplinary perspectives giving students the opportunity to learn about a given subject area from a number of perspectives
* Delivered by a number of discipline experts with different student disciplines sitting alongside each other in the (virtual or physical) classroom – learning with and from each other

**Sustainable**

* The subject of the course relates to sustainability issues