

Procedure for proposing new modules in the Department of Computer Science.

1. Prior to the annual Teaching Away Day, the proposer should complete a Module Proposal Form (see next page). Importantly, this requires the proposer to consult with the lecturers of any other modules that might be affected by the proposed module. The form should be passed to the Director of Teaching or the Learning & Teaching Manager so it can be included in the planning for the Teaching Away Day.
2. At the annual Teaching Away Day (usually in May each year) the proposer should give a presentation covering the points in the Module Proposal Form, so that all teaching staff can comment and raise questions.
3. Exec will review the module proposals, taking into account feedback from the Teaching Away Day and strategic priorities for curriculum development, and will decide which modules shall go forward for further development (these still require approval by Teachcom and the Department Board). Both Teachcom and the module proposer will be notified as to whether the module is being taken forward.

For modules that have Exec approval:

4. The proposer completes an E1 Form for the module.
5. The Module Proposal Form and E1 Form should be presented to the November Teachcom meeting. If deemed appropriate, this will be an open meeting so that all academic staff may attend. The papers will be circulated one week in advance of the meeting as is standard practice for Teachcom meetings.
6. Any changes to the E1 form must be finalized and presented to the January Teachcom so that the module can be incorporated in to the following year's degree programme regulations and included in the teaching allocation and planning for the following academic year.
7. Final approval of the module must be given by the Department Board.

Department of Computer Science Module Proposal Form:

Name/s of staff proposing the module:	
Title of proposed module:	
Credit value of proposed module:	
Level at which the module will be taught:	
Degree programmes to include the module:	
Other modules that may be affected by the new module:	
Number of students expected to take the module:	
Name/s of staff who have been consulted about the proposed module *:	
Why should students learn this material, (i.e. how central is this material to their education)?	
What evidence is there that the new module will be a successful change?	
How does this module fit into a balanced degree programme?	
What is the shape of the degree programme with this module included, assuming that the number of modules offered will not increase (i.e., if this module is introduced, what should be dropped?)	
Exceptional Resources. Are there any equipment needs, or other resource needs, for the module to be able to run?	

*Normally the lecturers of the other modules affected.

Form completed by: _____

Date: _____