

SAMPLE OUTLINE OF COURSE SUBMISSION: EVALUATION DOCUMENT

Title page with statement on copyright

Course/Subject Committee membership (*please also identify members of course/subject planning committee*)
(*See Aide-Memoire, for questions and prompts which may assist in preparation of documentation*)

SECTION A: INTRODUCTION	A1	Rationale
	A2	Origins of the course and evidence of demand
	A3	Relationship with other courses in the School/Faculty/subject
SECTION B: THE COURSE	B1	Programme specification (A summary statement of the main features of the course and its learning outcomes in accordance with template. In undergraduate honours degrees, distinguish subject strands if applicable)
	B2	A commentary on the following matters, related to University and Faculty policies and strategies <ul style="list-style-type: none">• Academic progression and internal coherence and opportunities for student choice• Widening participation• Transfer to and from the course and opportunities for progression to further study• Relations with professional/statutory/regulatory bodies• Work-based learning and supervised work experience/placement (where applicable)• Teaching, learning and assessment strategies• Standards• Employability<ul style="list-style-type: none">- Graduate qualities- Widening participation- Work-based learning- Personal Development Planning- Entrepreneurship training- Career opportunities, development and progression
	B3	Course Regulations
	B4	Course structure diagram (<i>indicate semesters, modules, their credit level and value, Compulsory or Optional status and whether modules are <u>C</u>urrent, <u>R</u>evised or <u>N</u>ew, and pre- or co-requisites. In undergraduate honours degrees, distinguish subject strands if applicable.</i>)
	B5	Module Descriptions
SECTION C: COURSE or SUBJECT MANAGEMENT	C1	Equality of Opportunity and Admissions Policy and Special Educational Needs and Disability Order
	C2	Course or subject management, including, as applicable, arrangements for placement and study in other institutions
	C3	Student support and guidance
	C4	Arrangements for quality assurance and enhancement
SECTION D: RESOURCES	D1	<u>Resources</u> available to the course/subject (physical): accommodation, library, laboratory and computing, in addition to general resources <i>Library resources should specifically identify whether they are available for the course from the library catalogues</i>
	D2	<u>Resources</u> (staff) providing brief curricula vitae with particular reference to more recent activities, and indicating how the teaching and research areas represented are of relevance to the course <i>(CVs should normally be no longer than 1 or 2 pages each.</i> Information on the use of part-time lecturers, postgraduate teaching assistants and demonstrators Information on staff development