1. Course Code: **Do not complete. This field is auto-populated.**

No action required by proposer. Course code is automatically generated when proposal is submitted for approval in PIP.

2. Course Title: **Please insert the name of the course and level identifier e.g. French 1 or French 2 etc. Titles should be mixed case (e.g. Drugs and Disease 2). If this course is collaborative or taught anywhere other than at the University of Glasgow, please ensure you include the name of the collaborative/teaching institution(s) in brackets at the end of the title.**

The full title of the course should be entered here.

3. Academic Session: **Please select the academic session in which this new course / changed course will start from the list.**

From the drop-down list, select the session in which the new course will begin or in which changes to an existing course will take effect. Please note that once a proposal has been submitted, the entry in this field cannot be changed and a new proposal will be required.

4. Academic Level: **Please select the level at which this course is taught from the list. Note: Levels 4 and 5 replace levels H and M respectively.**

From the drop-down list, select the level of the course. Level 5 is for Masters. Please note that once a proposal has been submitted, the entry in this field cannot be changed and a new proposal will be required.

5. Credits: **Please enter the number of credits allocated to this course. Normally the allowed values are 10, 15, 20, 30, 40 or 60.**

Enter the appropriate number of credits for the course. Please note that once a proposal has been submitted, the entry in this field cannot be changed and a new proposal will be required.

6. Short Description of the Course: **Please enter a short description for this course (no more than two sentences). The Short Description should not be a re-wording.**

As requested, a description of the course of no more than two sentences should be entered here. This should clearly outline what the course does, but should not include details of the timetable for the course or assessment. This information will be displayed to students who view the course in the course catalogue.

7. Requirements of Entry: **Please enter the Requirements of Entry, both mandatory and recommended, and describe any special arrangements for visiting students. This text will be used to code Enrolment Requirements in MyCampus. If none, enter “None”.**

---

1 This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if full advantage is taken of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each course can be found in course handbooks and other course documentation and online at [http://www.gla.ac.uk](http://www.gla.ac.uk)
For all courses, this field should contain the sentence “Standard entry to Masters at College level”.

For dissertation courses, the following text should be added:

“A candidate will be permitted to progress to preparation of the dissertation, or other substantial independent work required by the degree, only if he or she has obtained a grade point average of 12 (equivalent to C3) or above in the taught courses with at least 75% of the credits at grade D3 or better and all credits at grade F or above.”

Any other mandatory or recommended requirements can also be added here, e.g. a requirement for a modern languages course may be that students must be proficient in a particular language.

This information will be displayed to students who view the course in the course catalogue.

8. Co-requisites (courses that must be taken in the same session as this course as a condition of enrolment): Only include other courses which MUST be taken by all students (including visiting students). It is not necessary to list other compulsory courses for a programme that a student would take at the same time.

As requested, only courses which MUST be taken in the same year as this course should be entered here. The course code and full name of the course should be provided. If there are no co-requisites, the entry here should be ‘None’.

This information will be displayed to students who view the course in the course catalogue.

9. Excluded Courses: Please enter courses that are mutually exclusive to this course, i.e. other courses with similar content such that a student cannot gain credit from them along with this course. Examples might include withdrawn courses being replaced by this course. If none, enter “None”.

As requested, only courses which CANNOT be taken with this course should be entered here. The course code and full name of the course should be provided. If there are no excluded courses, the entry here should be ‘None’.

This information will be displayed to students who view the course in the course catalogue.

10. Associated Programmes: ** Please enter the degree programme(s) for which this is a compulsory course and the main programme(s) for which this is an option, indicating whether the course is compulsory or optional for each programme. This information will inform plan rule building on MyCampus for relevant programmes. If none, enter “None”.

The programme code and full title of all programmes for which this course is compulsory and the main programmes for which this course is optional should be entered here as a list.

Please also indicate whether the course is compulsory or optional for the programme(s).

If there are no associated programmes, the entry here should be ‘None’.

11. Available to visiting students: ** Can this course be taken by visiting students? Please select either Yes or No from the list.

Please note that courses to which there are co-requisites cannot be offered to visiting students.

Otherwise, if a course is not to be offered to visiting students, the Higher Degrees Board of Studies should be provided with a reason for this.

This information will be displayed to students who view the course in the course catalogue.

12. Available to Erasmus students: ** Can this course be taken by Erasmus students? Please select either Yes or No from the list.

The response in this field is normally ‘No’ for postgraduate courses, however in some cases a Subject Area may wish to make its postgraduate courses available to its own exchange partners.
13. Typically offered: **Please select from the list when the course is normally taught.**

From the drop-down list, select the entry appropriate to this course. For dissertations, the entry should be ‘Summer’.

This information will be displayed to students who view the course in the course catalogue.

14. Timetable (if known) and length and frequency of teaching sessions: **If none, enter “None”. Detailed information should be given for courses where students must coordinate timetables across several Schools (e.g. Level 1 and Level 2 courses).**

This field should include the length and frequency of teaching sessions as well as the type of teaching session, e.g. lectures, seminars, visits, etc. However specific information such as days and times of teaching sessions should be avoided as these may change.

Examples of entries in this field could be:

- 1 hour lecture per week x 10 weeks
- 1 hour tutorial, fortnightly across 10 weeks
- 1 full day (7 hours) visit to a museum in semester 1

The information contained within this field **MUST** clearly match all formal contact hours entered in field 17 Learning and Teaching Methods. For example, if the timetable lists 10 hours of seminars, then there should be 10 formal contact hours listed against seminar in the Learning and Teaching Methods table.

This information will be displayed to students who view the course in the course catalogue.

15. Course Aims: **Please specify the aims of the course. Guidelines are available on the Senate Office website at www.gla.ac.uk/services/senateoffice/qae/progdesignapproval/progdesign/ilosguidelines/**

The aims should express what the course offers to students. The Board asks that the aims be presented as follows:

This course aims to:

- Aim 1
- Aim 2
- Aim 3

The Board would expect a maximum of 6 aims.

Guidance on writing course aims is available in Section 4 (page 8) of the document ‘Guidelines for Programme and Course Design and Review (Updated Jan 2014)’, available at: http://www.gla.ac.uk/services/learningteaching/resourcesforstaff/goodpracticeresources/programmeandcoursedesignandreview/

Proposers can also contact the Learning and Teaching Centre for further advice on writing aims.

16. Intended Learning Outcomes of Course: **Please specify the ILOs of the course. Guidelines are available on the Senate Office website at www.gla.ac.uk/services/senateoffice/qae/progdesignapproval/progdesign/ilosguidelines/**
The intended learning outcomes should describe what students should be able to do or demonstrate, in terms of particular knowledge, skills and attitudes, by the end of the course. They should reflect the level at which they are aimed and should be written using a range of active verbs and avoiding such words as ‘understand’, ‘appreciate’, ‘demonstrate’, ‘show’, and ‘display’.

The Board asks that the ILOs be presented as follows:

By the end of this course students will be able to:

- ILO 1
- ILO 2
- ILO 3

The Board would expect a maximum of 6 ILOs.

Guidance on writing course ILOs is available in Section 4 (page 8) of the document ‘Guidelines for Programme and Course Design and Review (Updated Jan 2014)’, available at: http://www.gla.ac.uk/services/learningteaching/resourcesforstaff/goodpracticeresources/programmeandcoursedesignandreview/

Proposers can also contact the Learning and Teaching Centre for further advice on writing ILOs.

17. Learning and Teaching Methods: ** Please indicate the number of formal contact hours for each learning and teaching method listed below as well as the estimated notional learning hours associated with each method. The notional learning hours include the contact hours so should always be equal to or greater than the formal contact hours. Note that 100 notional learning hours correspond to 10 credits (an average student should devote approximately 100 hours in total on a 10-credit course). To ensure automatic totalling, use the Tab key to exit each number field. See HESA guidance on definitions for each method (activity):


The formal contact hours are the actual hours students spend in classes, workshops, meetings with supervisors, on placements and visits, etc. These must match the hours listed in the timetable in section 14 of this form. The notional learning hours are the formal contact hours PLUS the hours that students are expected to spend preparing for classes, etc. Therefore the notional learning hours should always at least equate to the formal contact hours, but would normally be expected to be greater than the formal contact hours.

The total number of notional learning hours should equate to the credit value of the course multiplied by 10 (i.e. a 10 credit course would require a total of 100 notional learning hours). Once an appropriate number of notional learning hours have been allocated to the relevant learning and teaching methods in relation to the formal contact hours, the remaining hours should be allocated to Guided Independent Study.

The table below contains sample learning and teaching methods for a 20 credit course which has 10 lectures, 10 seminars and 5 tutorials.

<table>
<thead>
<tr>
<th>Method</th>
<th>Formal Contact Hours</th>
<th>Notional Learning Hours (including formal contact hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>10.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Seminar</td>
<td>10.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Tutorial</td>
<td>5.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Project Supervision</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Demonstration</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Practical Classes and Workshops</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Supervised time in studio / Workshop</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Fieldwork</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>External Visits</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Work Based Learning</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Guided Independent Study</td>
<td>Not Applicable</td>
<td>80.00</td>
</tr>
<tr>
<td>Placement</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Year Abroad</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>25.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>
18. Minimum Requirement for Award of Credits: ** The minimum requirement for the award of credit applicable to all courses is detailed in the Code of Assessment and included by default below. Please append additional requirements, e.g. attendance.

This field is auto-populated with the following text:

“Students must submit at least 75% by weight of the components (including examinations) of the course’s summative assessment.”

This requirement comes from the University’s Code of Assessment for Undergraduate and Taught Postgraduate programmes and as such should remain in this field for all courses.

The Higher Degrees Board of Studies advises against the use of an attendance requirement.

19. Summative Assessment Methods: ** Please enter the total weighting for each category of assessment in the table and describe the assessment in the text box in 29.1 below. Each category can only appear once in the table. Further breakdown of the categories may be detailed in the text box. It is important that course delivery is consistent with these details and any changes are approved. To ensure automatic totalling, use the Tab key to exit each number field. See HESA guidance on definitions for each method (activity): https://www.hesa.ac.uk/index.php?option=com_studrec&task=show_file&mnl=15061&href=Calculations_methods.html

The percentage of each method of summative assessment should be entered in the below table with the total equating to 100%. Further breakdown of these methods and percentages should be detailed in box 20 Description of Summative Assessment.

<table>
<thead>
<tr>
<th>Method</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Exam</td>
<td>0%</td>
</tr>
<tr>
<td>Written Assignment, including Essay</td>
<td>0%</td>
</tr>
<tr>
<td>Report</td>
<td>0%</td>
</tr>
<tr>
<td>Dissertation</td>
<td>0%</td>
</tr>
<tr>
<td>Portfolio</td>
<td>0%</td>
</tr>
<tr>
<td>Project Output (Other than dissertation)</td>
<td>0%</td>
</tr>
<tr>
<td>Oral Assessment &amp; Presentation</td>
<td>0%</td>
</tr>
<tr>
<td>Practical Skills Assessment</td>
<td>0%</td>
</tr>
<tr>
<td>Set Exercise</td>
<td>0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>0%</strong></td>
</tr>
</tbody>
</table>
20. Description of Summative Assessment: Describe the assessment below. List the components of assessment, e.g. examinations, in-class tests, essays, lab reports etc. (these may be grouped as a single component) and their relative weightings.

Further detail of the assessment methods chosen in the above table should be provided here. Details should include the method of assessment (essay, presentation, report, etc.) and the length of assessment (word count for essays, timing for presentations or exams, etc.). Where there has been further breakdown of the categories in the above table, the percentages for each piece of assessment should also be included, i.e. if the summative assessment consists of two essays, the 100% for ‘Written Assignment’ should be broken down into an individual percentage for each essay.

The maximum duration for examinations per number of credits is outlined in the below table. More information on this, including how to calculate duration of examinations which only account for a percentage of summative assessment, can be found in section 6.4 of the Code of Assessment.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Maximum Duration for Masters Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>120 minutes</td>
</tr>
<tr>
<td>15</td>
<td>150 minutes</td>
</tr>
<tr>
<td>20</td>
<td>180 minutes</td>
</tr>
<tr>
<td>30</td>
<td>240 minutes</td>
</tr>
<tr>
<td>40</td>
<td>330 minutes</td>
</tr>
<tr>
<td>60</td>
<td>480 minutes</td>
</tr>
</tbody>
</table>

The standard length of assessment methods other than examinations is the equivalent of 2,500 words per 10 credits. A standard dissertation at 60 credits should therefore be set at 15,000 words.

The methods of assessment chosen should be appropriate to the ILOs for the course. The Board encourages the use of more than one piece of assessment where appropriate and will not accept essays of more than 5000 words as 100% assessment.

An example of summative assessment for a 20 credit course is set out below:

One essay of 4000 words (80%)
One 10 minute presentation (20%)

This information will be displayed to students who view the course in the course catalogue.

21. Are reassessment opportunities normally available for all summative assessments in this course?: The Code of Assessment requires that a candidate achieving a grade below D3 for a non-honours course, or below C3 for a taught postgraduate course, will normally have the opportunity to be reassessed in any of the summative assessments in the course, unless it is not possible to replicate the coursework for the purpose of reassessment (see Code of Assessment § 16.9). If reassessment is not available in any assessment, please select No below then indicate the assessments for which reassessment is not available. If the course contributes to the final Honours classification, select Not Applicable below, unless the course also contributes to a Masters programme (which are usually expected to offer reassessment opportunities).

Select the appropriate response from the drop-down list. If the answer is ‘No’, please list any assessment which cannot be reassessed under the paragraph in the box below, and provide a rationale for this in section A5.1 of the Course Support Document. The Head of School should approve any opt-outs of reassessment.

Please note that where group work forms part of the summative assessment, the proposer should provide the Board with details of how this group work will be reassessed.
Reassessments are normally available for all courses, except those which contribute to the Honours classification. For non-Honours courses, students are offered reassessment in all or any of the components of assessment if the satisfactory (threshold) grade for the overall course is not achieved at the first attempt. This is normally grade D3 for undergraduate students and grade C3 for postgraduate students. Exceptionally it may not be possible to offer reassessment of some coursework items, in which case the mark achieved at the first attempt will be counted towards the final course grade. Any such exceptions for this course are described below.

22. Formative Assessment & Feedback: ** Please describe briefly the assessment methods used to provide feedback to the student but not contributing towards the final grade. If none, enter “None”.

Please enter details here of all formative assessment methods used on this course to provide feedback to students. The Board expects to see formative assessment for all courses.

23. Grading Basis (see University Calendar): ** Please select the appropriate grading basis which will be used for the overall course grade. If not Schedule A or B, you must get permission.

The entry in this field is normally ‘Schedule A’.

24. Examination Diet: ** Please specify the diet in which formal exams take place. If none, select None.

If there are no examinations for this course, select ‘None’.

25. Total Exam Duration (Excluding in-class tests): ** Please select the total duration (in minutes) of any end-of-course exams from the list below. If there is no exam, enter "0 minutes". Maximum durations for course exams are set out in the Code of Assessment (http://www.gla.ac.uk/media/media_205314_en.pdf#page=7&view=fitH,615) and are prescribed by the assessment weight of the exam(s) and the course’s level and credit value. The total exam duration may be split across individual exams which must be 60, 90, 120, or (only in the spring exam diet) 180 minutes in length.

If there are no examinations for this course, select ‘0 minutes’.

26. Short Title: ** Please enter a title of no more than 30 characters which will be used when searching the course catalogue. It is recommended that the first word of the Short Title should be the same as the Course Title above; this will ensure the course sorts as expected.

A shorter version (if required) of the course title should be entered here and should clearly identify the course.

27. Independent Work (course can be used to meet the generic Honours requirement to achieve a grade D3 or better in a piece of independent work worth at least 20 credits (Undergraduate Honours) or 60 credits (Taught Masters)): ** Please select Yes or No from the list.

Select yes or no from the list as appropriate.

28. Subject: ** Please select the appropriate value from the dropdown list. The Subject will be used for searching/browsing the course catalogue.

Select the Subject Area to which this course belongs from the drop-down list. The entry in this field will determine the course code.

29. Location(s): ** Please indicate the location(s) at which this course is normally taught.

The default location is Glasgow. Amend or add to this as appropriate.

30. College: ** Please select the college with responsibility for approving the course.

Select ‘College of Arts’ from the drop-down list.
### 31. Lead School/Institute

**Please select the school/institute to which the course belongs from the list. If more than one school/institute is involved in the delivery of the course, then please record only the lead school/institute.**

Select the lead School to which this course belongs.

### 32. Cost Centre

**Please select the cost centre relevant to this course.**

Select the appropriate cost centre from the drop-down list.

### 33. Is this course collaborative with another institution?

**Is this course collaborative with any other institutions? Please select either Yes or No from the list.**

Select yes or no from the drop-down list, as appropriate.

### 34. Teaching Institutions

If the answer to 12 is yes, then please add the names of the other teaching institutions.

*University of Glasgow should normally be included.*

University of Glasgow’ should be entered here. If the course is collaborative with other institutions, these should also be listed here.

### 35. Taught wholly by distance learning

**Please select either Yes or No from the list.**

Select yes or no from the list as appropriate.

### 36. Open Studies Credit Bearing

**Is this course part of the Open Studies CertHE accredited programmes? Please select either Yes or No from the list.**

Select yes or no from the list as appropriate.

### 37. Represents a work placement or period of study abroad

**Please select a value from the list.**

Select yes or no from the list as appropriate.

<table>
<thead>
<tr>
<th>38. Intended Student Numbers—Max: <strong>Please enter the maximum class numbers.</strong></th>
<th>Enter the maximum number of students that can be accepted onto the course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>39. Intended Student Numbers—Min: <strong>Please enter the minimum class numbers.</strong></td>
<td>The standard minimum number across the college of students required for a course to run is six.</td>
</tr>
<tr>
<td>40. Intended Student Numbers—Target: <strong>Please enter the target class numbers.</strong></td>
<td>Enter the number of students that the course aims to recruit.</td>
</tr>
</tbody>
</table>

### 41. Additional Relevant Information

**Please record any further explanatory information relevant to the course.**

This field can be used to provide further details on external visits or other relevant information about the course.

Please do not include bibliographies or other course information which normally belongs in course handbooks.

### 42. Date of approval

This field is auto-populated.