

School of GeoSciences Board of Studies

Proposal form for a New Course *or* Major Course Change to an existing course (January 2013)

Each field below is required for a course to be considered and approved by the School Teaching Committee/Board of Studies.

* indicates fields that will be published at www.drps.ed.ac.uk

Please note that a 100 credit course is valued at 100 hours including independent study, lecturers and tutorials. A 20 credit course is valued at 200 hours of study. A breakdown of learning and teaching hours can be found at:

http://www.euclid.ed.ac.uk/Staff/Support/User_Guides/CCAM/Teaching_Learning.htm#Formative

Course Details

| | |
|--|--|
| Course Name* | |
| If replacing an existing course, please advise the course code(s) to be closed | |
| SCQF Credit Points* | |
| SCQF Credit Level* | |
| U/G or PGT* | |
| Normal Year Taken | |
| Available to Visiting Students* (UG only) | |
| Home Subject Area* (Geography, Earth Sciences, Ecological and Environmental Sciences or PGT) | |
| Course Organiser* | |
| Course Secretary* | |
| Collaboration Information (Discussions with other degree programmes, schools and colleges) | |
| Total contact teaching hours* (Please see the note above – please breakdown the course hours in lecture hours, tutorial hours, fieldwork hours and independent learning. | |
| Any costs to be met by the student* | |
| Pre-requisites* | |
| Visiting Student pre-requisites* | |
| Prohibited Combinations* | |
| Semester* | |
| Timetable* (Day and Time) | |
| Campus Location* (Central or KB) | |
| Study pattern* (lectures, group work, tutorials, etc) | |
| Course Rationale/Short Description* | |

| | |
|--|--|
| (including academic justification and any enhancements to the student learning experience) | |
| Summary of Learning outcomes* (space for up to five detailed learning outcomes) | |
| Transferable Skills* | |
| Components of Assessment* (split by percentage) | |
| Examination information* (hours, minutes and stationary requirements) | |
| Syllabus* | |
| Reading List* | |
| Academic Description* | |
| Keywords* | |

Course Administration

| | |
|---|--|
| Teaching Load (outline external teaching, if any) | |
| Resource Implications (course costs) | |
| Room Booking requirements (labs or breakout rooms) | |
| Benefits to the School/Degree Programme | |
| Quotas (if required) | |
| Consultation (Please describe the consultation that has taken place within the Degree Programme area, School and College) | |
| Risk Factors | |
| Teachability Assessment (please see below for details) ¹ | |
| Quality Assurance | (Course monitoring form and summarised student evaluations required by School. Please list additional measures) |
| Degree Programme Tables changes to be made. Existing DPTS can be found at: http://www.star.euclid.ed.ac.uk/ipp/drps_geo.htm | |

¹ The **teachability** assessment should:

- Outline any essential skills, abilities or knowledge (pre-requisites) which students must have to complete the course or programme;
- Describe what is "core" to the course or programme (i.e. what is central to the its study, and what all students must demonstrate and understanding of in order to complete it), so that students can make informed choices;
- Outline the possible impact of the course or programme's assessment arrangements on disabled students, and to consider what adjustments can be made.

As part of the approval process, the School's Board of Studies will consider the validity of the course pre-requisites, core areas and assessment arrangements, to ensure that there are no unnecessary barriers for disabled students.