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Before you get started …

Introduction

This guidance has been developed to assist with the completion of the university's programme specification proforma (previously known as programme/course template). Programme and course have both been used within the terminology on the programme specification proforma. This is because the programme specification will normally be for a complete programme, eg BA (Hons) English, single honours, but in some cases may refer to joint honours. We refer to joint honours as a course because it doesn't form a programme until linked with another joint honours subject. When developing your specification, please contact your faculty's Associate Professor (Quality) /Head of Quality who can provide exemplars to assist you.

Validation service

For support and guidance on completion of module specifications by partner institutions for validation service provision, please contact E

applicants and students and includes advice about making such information easily accessible and transparent. Please refer to the [Competition and Markets Authority](#) (CMA) guidance to HE providers on consumer rights legislation for more information if necessary.

Higher and degree apprenticeships

If your programme provides the academic content for a higher or degree apprenticeship, please refer to the additional [Programme Specification Guidance notes for Apprenticeships](#) which should be read in conjunction with these guidance notes.

If your programme provides the academic content for a higher or degree apprenticeship, please ensure that the knowledge, skills and behaviours listed in the [apprenticeship standard](#) are included in the outcomes section of the specification and the apprenticeship a

Type

Please state whether the programme is single honours programme or joint honours (Subject A and Subject B) major minor (Subject A with Subject B) , or if it is a pathway or specialisation within an overarching programme.

Mode(s) of delivery

This section should identify which mode(s) of delivery the programme will be d.(h)-3.7 0.2 (o)2.8( )11.2 (d)-(thn

Award	Exit awards
Postgraduate certificate (PgCert)	None *
Integrated master's degree (MDes, MPhys)	Honours degree Non-honours degree Diploma of higher education Certificate of higher education
Honours degree (BA/BSc/LLB)	Non-honours degree Diploma of higher education Certificate of higher education
Graduate diploma (GradDip)	Graduate certificate

Module title: the name of the module

Credit value: the credit value assigned to the module, for example 15, 30, 60 credits

Level: the FHEQ level of the module: 4, 5 or 6 for undergraduate; 7 for postgraduate

SAP delivery session : please choose the most appropriate duration of delivery from the table at the end of this section of the guidance. Education 2030 -compliant undergraduate programmes will be delivered over the autumn and spring sessions and postgraduate programmes over autumn, spring and summer sessions. If you have non - standard intakes, please remember that Block 1 will always run in October. If your programme starts in February, the first block will be Block 3.

Must take: only mark the module as must take if in the context of the programme it must be studied (a core rather than optional module). Must take does not mean that the

Any programme -specific differences or regulations

Please see the [PSRB section](#) for further information. Where a programme -specific regulation has been approved for the programme, please indicate this. Please don't list the regulation in detail but refer to the definitive record which is the faculty's programme -specific regulations [register](#). This will prevent potential version control issues should the programme -specific r egulation be changed.

Please also use this field to indicate the intake(s) for the programme, for example October, February.

Programme intake codes in SAP

Please leave this field blank. Once the specification has been set up in SAP, intake codes will for m part of the output when the programme specification is downloaded from SAP via a BILP report.

What happens to the programme specification after completion?

Initially your completed specification will be approved by the owning programme management board (PMB) or equivalent faculty committee. The proposal to introduce the new programme will be considered by the faculty's Development and Review Committee (DARC) and at university level by the Academic Portfolio Strategy Committee (APSC) . If approval to go fo rward to validation is received from these committees, your specification will form part of the documentary submission for the validation event.

Assuming successful validation the programme specification will be entered onto the SAP student record system. This is the definitive version of the specification and supersedes any paper or electronic version held by individual members of staff.