

GUIDANCE NOTE

**COURSE DESIGN INTENTIONS:
CURRICULUM TRANSFORMATION FOR 2023/24**

Academic Registry and the Centre for Learning & Teaching are asking departments for some information on your intentions as you move into Phase 2 of Curriculum Transformation (CT).

At this point we are asking that you provide summary information regarding **UG** CT proposals **for 2023/24 start**. We will ask you about intentions for PGT CT proposals in autumn 2021. Before submitting the forms, please ensure your response has been discussed with your Associate Dean (Learning & Teaching) and as appropriate within your department.

Providing this information now will inform us about your current intentions - it **is not** a formal commitment to particular design plans and does not constitute an approvals process.

This information **will** help to initiate further discussions, planning and support as you prepare your Phase 2 proposals, as well as to identify any proposals that may need to be submitted to Curriculum Transformation Committee (CTC).

We ask for a **brief** overview of your intentions – the forms should only take a few minutes to complete.

Completed [Forms 1 and 2](#) should be submitted to Imogen Le Patourel, Academic Registry, by **Wednesday 28 July 2021**.

If you have no relevant information to return under one or both forms, you can simply email Imogen at ijtlp20@bath.ac.uk by the deadline to confirm this.

If you would prefer to discuss intentions via a meeting, please contact Imogen to arrange this.

If you have queries about completing the forms, please contact your Curriculum Development Officer or Faculty/School Assistant Registrar in the first instance.

**Form 1: Requests concerning flexible design parameters
(Completion by CT course team leads)**

1. Flexibility in certain respects has been built into the Senate-approved 2021 academic framework for taught courses. Course design teams are therefore encouraged to seek exemptions where these would benefit their CT course designs, whilst continuing to meet the CT Principles.
2. Please use Form 1 to let us know if you would like to make use of flexibilities in the academic framework. Early notification of intentions will help to ensure that design teams have a sound basis for proceeding with their Phase 2 course design.
3. When formal exemption requests are made, a rationale will need to be put forward. We ask that you give a **brief** indication of the rationale at this stage, if possible, but we will discuss your emerging plans with you.

Form 2: Departmental overview of design intentions (Completion by Director of Teaching or equivalent)

4. Departments are also asked to give early notification of proposals that may require additional consideration/ scrutiny, for the reasons listed in paras. 7-9 below.

Notes on Phase 2 approval

5. Faculties/the School will approve most CT Phase 2 course proposals via an extraordinary meeting of the F/SLTQC.
6. CTC will approve exemption requests concerning flexible design parameters in the academic framework. CTC scrutiny will be proportionate to the nature of the request.
7. CTC will also:
 - a. Approve Phase 2 proposals for brand-new courses to be delivered in accordance with the CT Principles and 2021 academic framework. These will be recommended to Senate for full and final approval.
 - b. Re-approve CT proposals that deviate from the course vision/plans approved by CTC at Phase 1.
8. Ensuring that course design is viable and coherent where there are interdependencies is a key element in the approval process. Course teams are also asked to confirm their intentions with regard to use of units from other departments in their CT courses.
9. In most cases it is anticipated that, while design thinking develops holistically, Phase 2 material course information and Phase 3 unit detail information will be put forward separately for successive approval. Course teams have until July 2022 for approval of all Phase 3 unit detail. If you intend to submit Phase 2 and 3 information simultaneously, for example because of accrediting body requirements, please notify us of this via Form 2.