THE UNIVERSITY OF BIRMINGHAM  
School of Computer Science  

Module Preparation Report

Banner Code: 06- ..........................  Module Coordinator: .................................

Module Title: .................................  Module Reviewer: .................................

This section to be completed by the lecturer in charge of the module and returned to the QA Secretary three weeks before the start of the semester.

The following documentation should be attached to this form:
1. Module Syllabus (printed from the web)
2. Any currently pending Module Change Request

Is the attached documentation complete and correct? (Report any problems below.) YES / NO

Is this a new module?  YES / NO

If not, are there significant changes from last year? In particular, are any changes being made in response to last year’s mark distribution? Summarise the changes and the reasons for them (attach additional pages if insufficient space):

Name:  Signature:  Date:

/ Please Turn Over
If computing facilities are needed (e.g. for practical work associated with the module), please complete the following:

Do the computing requirements differ from last year? If so, give details:

Please obtain the agreement of the Director of Computing Facilities before submitting this form.

Signature of the Director of Computing Facilities: Date:

This section to be completed by the Module Reviewer and returned to the QA Secretary one week before the start of the semester.

Is this form and the attached documentation complete? YES / NO
Is this form and the attached documentation correct? (Report any problems below.) YES / NO
Are there any urgent matters to be drawn to the attention of Teaching Committee? YES / NO
(Please discuss this with the module coordinator before answering “yes”)

If so, give details below.

Name: Signature: Date:

Checked by QA Secretary for action by TC □ Noted by Chair of TC if required □