

to Mladen Savov  
from Karen Ayres  
copy School Office  
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The time has now come to update module descriptions for next academic year, and in general we are asking staff to update descriptions for modules they have either taught this year or for which they have an in-depth knowledge of the content of the module and so are in a good position to update the description.

**Please note that lecturing allocations have not yet been completed for 2014/15** and so the fact that you are being asked to update a module specification should in no way be taken to mean that you will be teaching the module next year, although in some cases, e.g. for new modules or those requiring significant change, some allocations have been made and the relevant staff know this. The Heads of Department will complete lecture allocations in due course, but for now, we need to update these descriptions. Module descriptions for new or significantly altered modules will follow once the lecture allocations have been looked at further.

Please find attached the current module description(s) for modules we would like you to update:

MA3PT, MA2PT1, ST2ST

For 2014/15 we would like to provide detailed module descriptions that both students and staff can use to gain a clear insight into the content of the module - this is particularly useful for staff who wish to know whether or not a module contains appropriate pre-requisite material. So, please can you update, or add, information on the outline syllabus of the module (as far as you can) with this purpose in mind. A particularly detailed example of this is the module specification for MA3TLA which can be found at <http://www.reading.ac.uk/modules/document.aspx?modP=MA3TLA&modYR=1314>.

It is also important to ensure that module pre-requisites and co-requisites are correct, since groups of students will either be prevented from taking the module if they haven't taken the pre-requisite, or will not be qualified to cope with the demands of the module if a necessary pre-requisite has been assumed but not stated. Existing module descriptions can be found at

<http://www.reading.ac.uk/modules/module.aspx?sacyr=1314&school=MPS>

and I would ask that you please look through those and update pre- and co-requisites accordingly for the attached modules - it may be helpful to first discuss the content of those with the named convenor from 2013/14, to ensure that the module does contain what you think it does. If you add a pre- or co-requisite this time, please check with me about the effect it will have on availability of the module to joint students. Similarly, if you change the content of the module this year, please check with those who are