## New Course Template

In order for your new course to be added to the website you need to complete the following form. Areas highlighted in grey can be ignored as the information is provided by an alternative source. Please note that all other sections need to be completed

Each section corresponds with the course modules that appear on the live site. Please use the following link for an example of a current live course: <https://www.napier.ac.uk/courses/bdes-hons-graphic-design-undergraduate-fulltime>

For more information, please refer to: <https://staff.napier.ac.uk/services/corporateaffairs/website-and-courses/Pages/Course-listings.aspx>

***UPDATE JULY 2019 (UG COURSES ONLY): HESA requires us to state on the website when a course has mandatory additional costs above the tuition fees (e.g. field trips, placement commute cost…). You must supply this information at the time of filling out this form.***

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| **Banner Image** | A graphic should be chosen to abstractly represent the course from the University’s [Image Bank](https://imagebank.napier.ac.uk/asset-bank/action/viewHome). Please take into consideration that the image will be cropped to 1200x520.  **Image bank number:** *XXXX* | | |
| **Course Title** |  | | |
| **Existing course listing** | *Provide link if applicable.* | | |
| **USP Text** | *What makes this course stand out from competitors?*  *Approx. 20 words.* | | |
| **Overview Text** | *Draw out the selling points of the course so the user wants to read more.*  *Approx. 180 words.* | | |
| **Image Field** | Appears at top right of the page and should be different from the banner image. The image should relate to the course and show students in action where possible. **Image bank number:** *XXXX* | | |
| **Course Information Box** | **Mode of Study** | *Part-time/ Full-time/ Distance learning etc.* | |
| **Alternative mode of study** | *Part-time/ Full-time/ Distance learning etc.* | |
| **Duration (Years or months)** |  | |
| **Start Date(s)** |  | |
| **Placement** | Please tick:  Yes No  Include further information in relevant section | |
| **Study Abroad** | Please tick:  Yes No  Include further information in relevant section | |
| **Napier Code** |  | |
| **Video Module**  **(optional)** | **Video**  *(Must be on YouTube)* | YouTube link: **XXX** | |
| Video image | Image bank number: **XXX** | |
| Text | *70-100 words to go alongside the video with a 30 character snappy headline* | |
| **Course Details** | **Course details** | | *Approx. 250 words.*  ***HESA requires us to state on the website when a course has mandatory additional costs above the tuition fees (e.g. field trips, placement commute cost…). You must supply this information at the time of filling out this form.*** |
| **How you’ll be taught**  **(optional)** | | *Approx. 30 words.* |
| **Assessments**  **(optional)** | | *Approx. 50 words.* |
| **Work Placements**  **(optional)** | | *If applicable, approx. 50 words.* |
| **Study Abroad**  **(optional)** | | *If applicable, approx. 50 words.* |
| **Facilities**  **(optional)** | | *Approx. 30 words (please include any specialist labs or equipment).* |
| **Lead academic and short bio + image bank number**  **(optional)** | | *This will link to the lead academic’s WorkTribe page, so make sure the content on there is up-to-date.*  *Max. 40 words.*  **Image bank number:** *XXXX*  *Please note that photos saved directly from WorkTribe are not suitable because of the low quality and size.* |
| **What You Study** | *Supply a list of compulsory modules in a bullet-point format, including 3 to 4 modules each year. State any modules which are optional.* | | |
| Entry Requirements | Provided by Admissions | | |
| **Logos**  **(optional)** | Select 1 below. Note only 1 can be used:  Recognised by or Accredited by  Provide below   1. Logos if the course links with an organisation or programme 2. A link to where the logo should link to | | |
| Fees & Funding | Added by Corporate System team –contact them directly with info/queries | | |

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| **Careers**  **(optional)** | *The section is optional but you’re highly encouraged to supply career information.*  *Note that images are not mandatory even when you supply the career text.*  1 x image for the careers section (optional). Please take into consideration that the image will be cropped to 1200x520.  **Image number:** *XXXX*  1 x image for bottom right of page next to careers (optional).  **Image number:** *XXXX* |
| **Key words**  **(optional)** | *Share details of key words that people may use when searching for this course.* |

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| **Additional content (optional) examples:**  **This will be added under the ‘Read more about our students’ section** | |
| **Case study** | *If applicable, provide existing images and text. Alternatively, please let us know of any potential students or graduates that we could contact for a case study.* |
| **Upcoming events OR recent news** | *If applicable, provide link or text.* |
| **Research impact** | *If applicable, provide link or text.* |
| **Other** | *Outline details of content/links etc…* |