MODULE DEVELOPMENT AND APPROVAL

1. PURPOSE

The purposes of this procedure are:

- To ensure that the academic content of all modules delivered by the College is relevant to its Mission and Strategy.
- To ensure that any changes to existing modules, or any new or replacement module proposals, have received scrutiny and approval by the necessary committees so that they may be utilised by one or more of the College's portfolio of existing and future courses.

2. SCOPE

This approval process applies to modules for all taught courses, both undergraduate and postgraduate. It does not cover research degrees with the exception of the Specialist (Professional) Doctorates.

3. ASSOCIATED DOCUMENTS

- Module Outline Template (Word)
- Module Outline Coversheet (Word)
- 'Help sheet' for guidance on the definitions of Major/Minor changes to module outlines (PDF)
- Monitoring and Review of Courses, particularly Figure 1: approval process for proposed change(s) to courses (PDF)
- Assessment Rules - Guidance for design and assessment in modules (PDF)
- Bloom's taxonomy of learning outcomes (PDF)
- Memorandum of Agreement for courses taught in collaboration with others (available from the Collaborative Programmes Officer)

4. PROCEDURE

4.1. A Module Leader/Proposer should amend or complete the Module Outline template and accompanying coversheet. As shown in figure 1, all modules must normally satisfy the Assessment Rules 'guidance for design and assessment in modules' as a condition of their approval.

4.2 A Module Leader/Proposer must submit a new or replacement module proposal, or changes to an existing module to the Head of Student Records and Finance, and the Student Records and Planning Officer within Academic Registry. This initial step in the process of approval will help to identify any duplication of content with existing active or inactive modules on SITS.

4.3. A Module Leader/Proposer may then present a new or replacement module proposal, or changes to existing modules to the relevant Course Management Committee(s) or to the Research Degrees Committee with respect to the Specialist (Professional) Doctorates, for approval using the College-wide Module Outline template and accompanying coversheet. If the Module Leader/Proposer is unsure as to whether the amended/new Module Oultine requires further

committee approval, they should contact the Academic Quality Manager for guidance.

4.4. The level of upward committee approval required would depend upon whether or not significant resource implications would be involved. It is the responsibility of the Module Leader/Proposer to ensure that the module has been approved at all required committee levels.

4.5. For courses taught in collaboration with others, the Memorandum of Agreement should be checked for clauses relating to approval of changes to courses/modules. The Module Leader/Proposer should ensure that any such clause(s) has been satisfied.

4.6. Once the module outline has been approved by the relevant committee(s), it should be submitted to the Head of Student Records and Finance and the Student Records and Planning Officer within Academic Registry for entering onto the Student Records Management System (SITS).

Figure 1: Approval process for changes to Modules/Strands – an excerpt from the Approval process for proposed change(s) courses