



## MODULE DEVELOPMENT AND APPROVAL

### 1. PURPOSE

The purposes of this procedure are:

- 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 of Specialist (Professional) Doctorates, for approval using the Module Outline template and accompanying coversheet. If the Module Outline is unsure as to whether the amended/new Module Outline requires

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**

