A Summary of the Module Amendment Process

(2012-13)

School Proposal
(Discussion of proposed revisions / update at staff meetings, Student-Staff Liaison Committees etc).

Completion of Module Amendment Form
(Identification of nature and scale of module update)

School Learning and Teaching Committee Approval
(Approval denoted by HoS signature).

Completed Module Amendment Form sent to Academic Secretariat

Use of key internal and external reference points (QA & LI websites, QAA academic infrastructure [FHEQ, subject benchmarks], PSRBs), +employers, graduates.

Academic Secretariat Processing and Checking

Issues identified?

Yes

Revise Module Amendment

Minor revisions required

No

Module Amendment Approved

Module Amendments must be submitted to the Academic Secretariat by 27th March for UG programmes and 1st May for PGT programmes.

1 Where minor revisions to a Module Amendment are required, a revised Module Amendment Form should be submitted within 2 weeks from the date it was first received by the Academic Secretariat.

2 Module Amendment logged and implemented on SIS