Summary of the Module Approval Process

(2011/12)

School Proposal
(Discussion of proposal at staff meetings, Student-Staff Liaison Committees etc to ascertain whether proposed module fits with the school’s plan, academic framework and resources).

Completion of Module Proposal and Specification
(Identification of module aims & learning outcomes)

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

New modules that are collaborative and involve work-based learning, study abroad and distance learning

Issues / approval conditions set?

Yes

No

Revise Module Proposal

Major revisions required
(resubmission to School L&T Committee)

Module Approved

Academic Secretariat Processing and Checking

Issues / approval conditions set?

Yes

No

Revise Module Proposal

Module Approved

Taught Programme Board Consideration

Minor revisions required¹
(approval by Chair of TPB)

Module Proposals due to start in the following year that require TPB consideration (non-standard modules) must be submitted to the March meeting date of TPB. In order for a Module Proposal to be considered it will therefore need to meet the three week deadline for papers prior to the final meeting date of TPB. All other Module Proposals not requiring TPB consideration must be submitted to the Academic Secretariat by 1st May.

¹Where minor revisions are required for TPB, revised proposals should be submitted within a 2 week deadline.

²Module formally approved for its first student intake.

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