Summary of the Module Approval Process

(2012-13)

School Proposal (Discussion of proposal at staff meetings, SSLCs 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).

Taught Programme Board Consideration

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

Module Approved

Issues / approval conditions set?

Yes

No

Revise Module Proposal

Module Approved

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

Academic Secretariat Processing and Checking

Minor revisions required¹ (approval by Chair of TPB)

Yes

No

Issues / approval conditions set?

Yes

No

Revise Module Proposal

Module Approved²

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

² Module formally approved for its first student intake

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 27th March for UG programmes and 1st May for PGT programmes.