Summary of the Module Approval Process

(2014-15)

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 Form
(Identification of module aims & learning outcomes)

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

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

Taught Programmes Board Consideration

Minor revisions required\(^1\)
(approval by Chair of TPB)

Yes

No

Issues / approval conditions set?

Revise Module Proposal

Module Approved\(^1\)

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

Academic Secretariat Processing and Checking

Yes

No

Issues / approval conditions set?

Revise Module Proposal

Module Approved\(^2\)

Module formally approved for its first student intake

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.

Use of key internal and external reference points (QA & CAPD websites, QAA Quality Code [FHEQ, subject benchmarks], PSRBs), employers, graduates.