A Summary of the Module Amendment Process

(2014-15)

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 amendment)

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

Completed Module Amendment Form sent to Academic Secretariat

Academic Secretariat Processing and Checking

Yes

Issues identified?

Revise Module Amendment

No

Minor revisions required

Module Amendment Approved

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

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.