Summary of Module Amendment Process

**Initial School / Institute discussion**
Discussion of the proposed amendments at staff meetings, SSLCs etc. to ascertain whether proposed amendments fit with the School / Institute’s plan, academic frame-

**Completion of Module Amendment Form**
Identification of nature and scale of amendment(s).

**Use of key internal and external reference points (QA & Educational Development websites, QAA Quality Code [FHEQ,**

**Revision Module Proposal Form**

**Consideration by School / Institute Learning and Teaching Committee (or equivalent)**
Approval denoted by signature of Head of School / Institute.

**Have issues been identified or conditions of approval set?**

**Revise Module Proposal Form**

**Submission to the Academic Secretariat**
For scrutiny.

**Submission to the Taught Programmes Board**
Have issues been identified or conditions of approval set?

**Consideration by Taught Programmes Board**

**QMUL Model modules only**

**Consideration by QMUL Model Review Panel**

**Does the module involve collaboration with another institution, work-based learning, distance learning, QMUL Model, or study abroad?**

**Yes**

**No**

**Module amendment(s) approved**

1 In these cases, the Academic Secretariat will assess the nature of the proposed amendment, and determine whether further consideration by Taught Programmes Board is required.

2 Any significant revisions to the proposal may need to be resubmitted to the relevant approval body for consideration.