Summary of the Module Approval Process

**Initial School / Institute discussion**
Discussion of the proposal at staff meetings, SSLCs etc. to ascertain whether proposed module fits with the School / Institute’s plan, academic framework, and re-

**Completion of Module Proposal Form**
Identification of module aims, and learning outcomes.

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

**Revise Module Proposal Form**
² Any significant revisions to the proposal may need to be resubmitted to the relevant approval body for consideration.

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

**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?**

**Consideration by Taught Programmes Board**

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

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

**Does the new module involve collaboration with another institution, work-based learning, distance learning, QMUL Model, or study abroad?**
¹ Where a new module is to be developed with or delivered by a new collaborative partner, a Stage 1 must be completed and approved by Partnerships Board before it can be considered any further. All QMUL Model modules must be considered by the QMUL Model Review Panel prior to submission to Taught Programmes Board.

**QMUL Model modules only**

**Consideration by QMUL Model Review Panel**

**Yes**

**Module approved**

**No**

**Revise Module Proposal Form**

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

**Submission to the Academic Secretariat**
For scrutiny and pro-