

APPROVAL AND REVISION OF TAUGHT MODULES AND PROGRAMMES HANDBOOK

Chapter 2 – Procedures and Requirements for Approving New Modules and Non-award Programmes

2. Procedures and Requirements for Approving New Modules and Non-award Programmes

2.1 New Modules

2.1.1 A new module will be considered as part of the full Programme Approval Process under the following scenarios:

- a. The module sits within a brand-new programme.
- b. The module sits within an existing programme that is being re-approved owing to significant amendments, as defined in the table in section 5.3.1 Categories of Amendment

2.1.2 In both scenarios, the programme in hand **should** undergo the full Programme Approval Process. At the point of Business Approval, it is not anticipated that full Module Descriptors will have been prepared. Completed Module Descriptors for both new and existing compulsory modules are required, however, during the subsequent phases of Academic Approval.

2.1.3 Where a new module is solely destined to contribute to an existing programme or programmes, it will be approved by the appropriate Faculty in accordance with its documented procedures and in consultation with the Programme Design and Quality Enhancement team (PDQE). To enable a decision by the Faculty Education and Student Experience Committee (or its nominated body) the following **must** be made available:

- a. A rationale.
- b. A completed Module Descriptor.

2.1.4 Records **must** be taken, confirming all decisions made by the Faculty Education and Student Experience Committee (or its nominated body). These **must** be retained in Faculty for future reference, along with the rationale and a copy of the approved Module Descriptor.

2.1.5 Following approval of new modules by the Faculty Education and Student Experience Committee (or its nominated body), the PDQE Team **must** inform the following parties:

a. The Student Records Team, who will generate a new module code on receipt of a completed Module Code Request Form – see ARTMAP Annex 10.

b. The Faculty Marketing Manager, so that the new module can be promoted.

2.1.6 Faculty may wish to deliver a given module both on a conventional face-to-face basis and via distance/blended learning. In such cases, separate module codes and module descriptors are required, on account of the different learning and teaching activities and assessment methods that are likely to be involved.

2.2 Non-award Programmes

2.2.1 Given the potential resources required to deliver non-award programmes, the Programme Director/Developer **should** arrange for the completion of Strategic Approval and Business Approval (see Chapter 3 Business Approval). It is anticipated that Faculties will devise bespoke strategies to market non-award programmes. In such cases, in agreement with the PDQE team, the deadlines (section 3.3 Timings) for submission of documents **may** be disregarded.

2.2.2 On receipt of the required documents, the PDQE team will liaise with the Programme Director/Developer to identify which professional services should be alerted (e.g. Strategic Planning, Finance Services, Admissions and Student Records). The appropriate action will vary depending on factors such as the credit status and fee level attached to the proposal.

2.2.3 After considering the proposal, the PDQE Team will recommend that the Dean for Taught Students and/or Associate Dean for Taught Students takes one of the following actions:

a. Approve.

b. Approve subject to revisions/clarification to the satisfaction of the Dean for Taught Students and/or Associate Dean for Taught Students.

c. Reject.

2.2.4 Once the Dean for Taught Students and/or Associate Dean for Taught Students has granted approval the PDQE team will notify the lead Faculty, as well as the appropriate professional services. At this point approval is complete.

