APPROVAL AND REVISION OF TAUGHT MODULES AND PROGRAMMES HANDBOOK

Chapter 6 – Faculty Management of Programme and Module Information

6.   Faculty Management of Programme and Module Information

6.1   Procedures

6.1.1 Faculties **should** ensure that Programme Specifications and Module Descriptors are up to date within the University's <u>Integrated Programme and Module System</u> (iPaMS) or other systems fulfilling this function.

6.1.2 Faculties **should** ensure that information contained within iPaMS (or other systems fulfilling this function) is consistent with that included in module/programme handbooks. Information contained in iPaMS feeds the University's webpages and is, therefore, the most accessible source for current students and the wider public. Consequently, information contained in iPaMS will take primacy over other documents.

6.1.3 Where the programme is delivered with an external partner the lead Faculty **should** periodically check that the partner's webpages provide accurate information.

6.1.4 Any required amendments to IPaMS or ESE Modules records must be undertaken in consultation Programme Design and Quality Enhancement team (PDQE), following the procedures outlined in the Approval and Revision of Taught Modules and Programmes Handbook.