

START

A new module is being created or an existing module is being amended

*The module sits within an existing programme that is being re-approved owing to significant amendment*

What is the status of the programme?

Follow the New Programme Flowchart

*The module sits within a brand new programme*

Colleges must follow the procedures in the TQA Approval and Revision of Taught Modules and Programmes Handbook for managing the design, scrutiny and approval of new and amended modules.

Procedures should culminate in the proposal being considered by the College Education Strategy Group (or nominated body), ensuring involvement from the College Marketing Manager.

To enable a decision by the College Education Strategy Group the following should be made available:

- A rationale
- A completed Module Descriptor
- Where appropriate, a tracked change Programme Specification

It is important that Colleges consider any amendments to programmes or modules which may impact on the requirements of accrediting Professional, Statutory and Regulatory Bodies (PSRBs).

Contact the following to confirm the new module code:

- Module Convenor
- Programme Director
- Director of Education

Generate a new module code. See 'How to request the set-up of a new module in SITS'.

Contact the College Marketing Manager to promote the new module or make amendments to existing module information

END