

APPROVAL AND MONITORING

For full details see:

2C.1.1 Changes to Programmes and Modules Procedure

2C.1.2 Changes to Programmes and Modules Flowchart

2C.1 CHANGES TO PROGRAMMES AND MODULES

- I. The partner institution is required to seek the University's approval for any module or programme modifications before they are introduced. Proposed modifications are first submitted to the Collaborations Department. The following actions should be taken:
 - Editorial Changes (Change of module or programme leader, updating of text books and references, change in term of delivery, typographical corrections etc.): Revised copy of the module specification must be supplied to the Collaborations Department. No other action is required.
 - Minor changes (e.g. small changes to titles, student engagement hours, content or assessment methods): Details of the proposed change to be sent to the Collaborations Department. The Collaborations Department will complete the Approval of Change Request Form (2C.1.3) and submit it to the relevant school LTC. The Collaborations Department will ensure that the Summary of Changes Report Form (2C.1.4) is completed. The School LTC may approve or reject amendments, or submit to the School Board of Study where deemed necessary to do so. The Collaborative Partner is informed of the decision by the Collaborations Department.
 - Major changes (changes to the learning outcomes, aims, content, assessment etc.): As per the minor change procedure above, plus the Collaborations Department and the Collaborative Partner will consult with affected current and prospective students and the External Examiner.
 - Review (Changes that affect the FHEQ level, combining 2 modules together etc.): A full review and re-validation of the module will be required.