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| Approval Routes – New Modules |

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| **How to submit the request** | **Approval Level** | **System updated by:** | **Final Record of Decision** | **Further Information** |
| Module proposal form | Faculty Dean | CRT | ESIS | N/A |

Approval Routes – Changes to Modules

**Module Details**

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| **Type of Change** | **How to submit the request** | **Approval Level** | **System updated by:** | **Final Record of Decision** | **Further Information** |
| **Module title** | Curriculum Update | QUAD | CRT | ESIS | N/A |
| **Credit value** | Curriculum Update | QUAD | CRT | ESIS | N/A |
| **Credit level** | Curriculum Update | Faculty Dean | CRT | ESIS | Changes to credit level will usually lead to changes in module aims and outcomes. |
| **Amendment to, or addition/removal of aims and/or learning outcomes** | Curriculum Update | Faculty Dean | CRT | ESIS | N/A |
| **Amendment to, or addition/removal of requisites** | Curriculum Update | QUAD | CRT | ESIS | N/A |
| **JACs/HECoS code** | Curriculum Update | QUAD | CRT | ESIS | N/A |
| **Module directory (no impact on items that require a higher level of approval)** | Curriculum Update (if information update performed by CRT) | Department | CRT/Department | ESIS | CRT will update all items included in Curriculum Update. Departments responsible for teaching staff, contact information and module supervisors. |
| **Site of delivery (e.g. change of campus, delivery on an off-campus site)** | Curriculum Update | Faculty Dean | CRT | FEC report (reported to AQSC, EC and Senate) | If the site of delivery does not have an existing arrangement with the university, this may require a higher level of approval. Departments should contact the relevant QUAD Manager to discuss. |

**Module Status**

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| **Type of Change** | **How to submit the request** | **Approval Level** | **System updated by:** | **Final Record of Decision** | **Further Information** |
| **Term offered (module in option group, no impact on requisites or structure)** | Curriculum Update | Department | CRT | ESIS | The option group should also be amended to ensure the correct term is showing. |
| **Term offered (module specified in structure)** | Curriculum Update | Department | CRT | ESIS | If the module is detailed in the structure, the course structure should be amended.  If the change has an effect on structure or requisites, this would then require QUAD approval. |
| **Make a module active/inactive** | Curriculum Update | QUAD | CRT | ESIS | Making a module inactive makes it unavailable for student to enrol onto, but the module remains available to be made active again in future years.  Discontinuing a module removes it from course records and it would not be available to make active again in future. Courses and modules that have not recruited in the previous three years should be withdrawn except where a case to retain the provision is approved by the Executive Dean.  Where changing the availability of a module would affect core/compulsory components of a structure, the department should submit the structural change as in the table above. |
| **Discontinue a module** | Curriculum Update | QUAD | CRT | ESIS | N/A |
| **Module enrolment cap** | Curriculum Update | PVC (Education), Executive Dean and Faculty Dean | CRT | ESIS | Approved module enrolment caps must be reviewed on an annual basis.  Departments need to have clear published guidance about how students will be selected for the module (including the details of any application process) and when the decision will be made. |
| **Manual approval** | Curriculum Update | Faculty Dean | CRT | ESIS | eNROL auto approves student module selections. Departments can request for registrations on modules to be manually approved. Modules that have an approved enrolment cap will automatically have manual approval on order to manage the cap.  Departments must publish clear guidance about how students will be selected for the module (including the details of any application process) and when the decision will be made as the first paragraph in the Module Information section of the Module Directory. |
| **Availability of module (e.g outside option, study abroad)** | Curriculum Update | QUAD | CRT | ESIS | Departments may need to consult with Essex Abroad or other departments about suitability of the module. |

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**Assessment**

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| **Type of Change** | **How to submit the request** | **Approval Level** | **System updated by:** | **Final Record of Decision** | **Further Information** |
| **Weighting of exams to coursework (change to RPS rule)** | Curriculum Update | QUAD | CRT | ESIS | N/A |
| **Weighting of reassessment exams to coursework (reassessment RPS rule)** | Curriculum Update | QUAD | CRT | ESIS | N/A |
| **Timing or length of exam** | Curriculum Update | QUAD | CRT | ESIS | N/A |
| **Exam style** | Curriculum Update | QUAD | CRT | ESIS | Exam can either be remote or in-person. Exams may also be computer-based. Requests for in-person computer-based exams should be discussed with the Assessment Team (Exams Office) to ensure that there is sufficient capacity for the exam to take place. |
| **Exam book** | Curriculum Update | QUAD (Closed book exams require FD approval) | CRT | ESIS | Senate agreed that open-book exams should replace closed-book exams except where there is a good case for retaining closed-book exams. Any requests for closed-book exams will require Faculty Dean approval (in consultation with the PVC Education and Academic Registrar).  Please see the Curriculum Update guidance for further information on the different types of exam book options that can be offered. |
| **Exam location** | Curriculum Update | QUAD | CRT | ESIS | N/A |
| **Format of the exam paper** | Exam Paper Submission to Exams Office | Department | Exams Office | ESIS | Departments should submit the correct format to the Assessment Team ([Exams Office](mailto:exams@essex.ac.uk)) by the given deadlines. |
| **Weighting between existing approved coursework items** | Curriculum Update | Department | CRT/Department | ESIS | Coursework items should be updated in FASer by the department once approved. |
| **Addition or removal of an assessment type** | Curriculum Update | QUAD | CRT/Department | ESIS | Coursework items should be updated in FASer by the department once approved. |

**Notes**

* The above tables refer to the following University Committees: Faculty Education Committees (FEC), Academic Quality and Standards Committee (AQSC) and Education Committee (EC).
* The above tables also refer to the Course Records Team (CRT) and Quality and Academic Development (QUAD).
* Approval for certain types of changes has been delegated to QUAD from the Faculty Deans. However, these types of changes may still be referred to the Faculty Dean for final approval, depending on the significance of the change and any other contributing factors.

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| Document owner | Quality and Academic Development Team |
| Document last reviewed by | Aminah Suhail, Quality and Academic Development Manager |
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