

# Approval and reporting for new and amended modules

Departments are asked to judge whether a change is major or minor. Minor changes usually only involve a rewording, but no substantive change, or where topics are updated.

The amendments below are subject to approval by the relevant Dean, although approval may be referred to the Faculty Education Committee or another relevant post-holder or committee where there are a large number of minor changes, or where the change includes an amendment which falls under the category for approval via the Faculty Education Committee or other committee.

	<b>Authority to approve recommendations</b>	<b>Onward reporting for information</b>	<b>Final record of decision</b>
<b>Introduction of new UG/PGT module (not contributing to an award)</b>	Deputy or Executive Dean	FEC	FEC Paper
<b>Introduction of new advanced-level module (PGR)</b>	Executive Dean or Deputy Dean as nominee	FEC	FEC paper

<p>Introduction of new UG/PGT module (contributing to an existing award)</p> <p>Change of module title</p> <p>Major changes to module syllabus or learning outcomes</p> <p>Significant changes to module assessment and assessment weighting or methods (within range of currently approved assessment methods), changes to the weighting of exams to coursework, and to the timing or length of exam</p> <p>Changes to credit value or credit level</p> <p>Changes to module status as core, compulsory or optional</p> <p>Changes to co- or pre-requisites, or excluded combinations <sup>(1)</sup></p> <p>Temporary suspension of a module</p> <p>Discontinuation of a module</p> <p>Introduction of new assessment method</p> <p>Change to the term in which a module is offered, where it affects the course structure or pre- and/or co-requisites</p>	Deputy Dean	FEC	FEC paper
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<p>Minor changes to module syllabus (no impact on course structure, pre- or co-requisites, or excluded combinations)</p> <p>Minor changes to the weighting between units of coursework assessment</p> <p>Changes to the format of the exam paper</p> <p>Changes to the term in which a module is offered (no impact on course structure, pre- or co-requisites, or excluded combinations <sup>(1)</sup>)</p> <p>Changes to the availability of optional modules in the following academic year</p>	Department	Via annual review process	Department
<p>Changes to or implementing a maximum enrolment cap on a module</p>	PVC (Education) (after consideration by the HoD and Executive Dean)	FEC	FEC Minutes

1. Excluded combinations specify where a module cannot be taken if another module has already been taken, e.g. a student cannot take Module A and B because of similarities in module content.