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| Approval of modules | |
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# Introduction

* 1. The purpose of this code is to ensure that the University procedures for the approval of new and amended modules, are robust, transparent and streamlined.

## Authority

* 1. The University Education Committee (EC) is the final arbiter of the application and interpretation of this code of practice.

## Delegation

* 1. Any action or power designated to a dean under this code of practice may be undertaken by an associate dean or Chair of Faculty Education and Student Experience Committee FESEC (or equivalent) of the same faculty.

# Scope of the Code

## On campus provision

The term ‘on campus’ within this code of practice is understood to mean programmes and modules which are delivered and supported entirely by University of Hull staff, irrespective of the location of delivery and also includes non-credit bearing provision delivered by University staff.

## Collaborative provision

* 1. The term ‘collaborative provision’ in this code means: programmes and modules which are delivered in whole or in part by the staff of a University partner (whether FE institution or other, whether publicly funded or not) irrespective of the location or mode of delivery, and leading to credit or an award of the University of Hull.

# Professional Accreditation

* 1. Where appropriate, and in consultation with the relevant professional body, the processes of approval set out in this code will be conducted in parallel with the relevant professional body.

# Approval Process

## Approval route

* 1. The creation of new modules, and amendment or withdrawal of existing modules, must be approved by the faculty (through the Faculty Education and Student Experience Committee).
  2. Modules offered by partner colleges must be considered by the Joint Board of Studies (JBoS) prior to submission for faculty approval.
  3. All modules submitted for faculty approval must be endorsed by the head of academic unit.
  4. Where the module change involves a change to one or more programmes of study (e.g. affecting the programme structure or the programme learning outcomes/competencies or teaching, learning or assessment strategy) the change must be treated as an amendment to the programme in accordance with the Code of Practice: Modifications to Programmes of Study.

## Withdrawal of modules

* 1. Where a module is to be withdrawn the academic unit responsible for the module must consult with any other academic unit whose programmes may be affected by the withdrawal. Evidence of such consultation must be provided to the faculty along with the withdrawal proposal. The faculty should be consulted for a list of other academic units likely to be affected by a proposed withdrawal.
  2. Where a module is delivered by a partner college the information and evidence listed in 4.8 below must be considered by the JBoS.

## Amendment of modules

* 1. Amendment in this context includes changing the trimester in which the module is to be delivered.

## Consultation

* 1. Where current students will be affected by the amendment to, or withdrawal of, a module (and the changes are not being treated as an amendment to programme) evidence of consultation with the students must be provided in support of the application for amendment or withdrawal.

## Approval documentation

* 1. The following documentation is required and must be submitted electronically:

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| New module | Completed module specification |
| Amendment to module | Amended module specification (with changes highlighted) (supported by a list of the programmes affected by the amendment if applicable, and evidence of consultation with relevant academic units). |
| Withdrawal of module | Copy of current module specification. Completed module withdrawal request form (which lists the programmes affected by the withdrawal, and evidence of consultation with relevant academic units). |

# Updating the Student Information System

* 1. Following approval of the changes (to on-campus modules) copies of the documentation specified in 4.9 above must be provided to:

Quality Support Service

Student Services Directorate

Faculty Quality Offices

* 1. Further guidance on updating the SIS can be obtained from Student Services Directorate.

**Version Control**

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
| V4 05 | Lisa Tees |  | Migrated to new template |
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