Approval of Modules

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| Classification | Code of Practice |
| Version number: | 4 06 |
| Status | Approved |
| Approved by: | Education Committee - Housekeeping |
| Approval date: | 29 April 2025 |
| Effective from: | Immediate |
| Next review date: | 2028-29 |
| Document author: | Quality Support Service |
| Document owner: | Quality Support Service |
| Contact:  Report Exemptions to: | Quality Support Service  Education Committee |
| Collaborative provision: | Mandatory |
| *State whether this document is applicable to the University’s collaborative partners* | |
| Related documents: | University Code of Practice: Modifications to Programmes of Study. QAA UK Quality Code |
| University document: | Yes |
| *A University document applies across the institution, is approved by a committee of Council or Senate and is held in the University Policy Directory on SharePoint.* | |
| Published location: | https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality |

* The University has adopted the principles of Designing for Diverse Learners, and all policy documents should be written with reference to these principles. Further information is available at the [Designing for diverse learners website](https://designingfordiverselearners.info/).
* An Equality Impact Assessment (EIA) must be considered for all new and amended policies. Further information is available from the [EIA section of SharePoint](https://hullacuk.sharepoint.com/Services/EDI/SitePages/Equality-Impact-Assessments-(EIAs).aspx).
* This document is available in alternative formats from [**policy@hull.ac.uk**](mailto:policy@hull.ac.uk).
* All printed or downloaded versions of this document are classified as uncontrolled

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Approval of Modules

# 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

## On campus provision

* 1. 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 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

Academic Services

Faculty Quality Offices

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

# Version Control

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| --- | --- | --- | --- |
| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 4 06 | Quality Manager | Housekeeping, May 2025 | Migrated to new template |
| 4 05 | Quality Manager | Housekeeping, Jan 2022 | Migrated to new template |
| 4 04 | Quality Manager | Housekeeping, Oct 2019 | Updated to reflect new committee structure. |
| 4 03 | Quality Manager | Housekeeping, April 2018 | Replaces Learning Enhancement and Academic Practice (LEAP) with Learning and Teaching Enhancement (LTE) |
| 4 02 | Quality Manager | Housekeeping, Aug 2016 | * Replaces Programme Approvals Committee with Programme Management Committee. * Replaces department and Head of Department with school and Head of School. |
| 4 01 | Quality Manager | Housekeeping, Aug 2015 | * Replaces CDTE with LEAP. * Updates references to annexes. |
| 4 00 | Quality Manager | Housekeeping, Nov 2013 | * Reflects changes concomitant with QH:G1 version 4 02. * Removes distinction between on campus and collaborative provision amendments. |
| 3 02 | Quality Officer | ULTAC, Feb 2011 | * Succession of PAMEC by PAC and QSC by ULTAC. * FAPs now recommend their decision to PAC rather than approve new programmes. * Broadens the pool of staff who may Chair FAPs. * Acknowledges the replacement of Academic Board with Senate Executive Board. * That programmes needing to meet conditions do so within three weeks of the PPC and/or FAP or approval may lapse. |
| 3 01 | Quality Officer | Housekeeping, July 2009 | Reflect change to Committees such as the removal of Academic Board and those duties being referred to the PVC (L&T). |
| 3 00 | Quality Officer | ULTAC, Nov 2007 | Gave effect to the devolution of approvals to faculties, including establishing PAMEC as the successor to AAC, and includes the devolution of the approval of free elective modules to faculties from FEP |