

Quick Guide: Modules – new/amendment/withdrawal

This is a guide to support the interim implementation of the programme amendment guidance.

This guidance is intended to:

- guide staff through the timeline from conception of idea, development of, amendment of and withdrawal of modules through to launch and review
- represent a common reference point for implementation of programme amendment

NB The timelines indicated reflect the maximum recommended timeline

Before submitting a proposal, the following should be considered:

- Do I have enough time to withdraw/amend introduce this module before the start of next semester?
- The impact on current/deferred students, applicants, programmes, pathways both within and outwith schools
- Is another school/institution helping to deliver this module?
- Does this affect programme pathway?
- Will this affect the overall ILOs and credit value of a programme?

Examples can include, but not limited to

- Approval of a new module (core or optional)
- Module withdrawal
- Change to module learning outcomes or assessments (that do not impact the programme learning outcomes)
- Re-sequencing of previously approved modules within a programme or [pathway\(s\)](#)
- Changing/adding of semester delivery
- Change to credit rating
- Change to module SCQF level
- Change to prerequisites, co-requisites or anti-requisites
- Change to the mode of teaching or assessment (for example, use of the VLE or online assessment)

Or

- Approval of Non-credit-bearing modules
- Amendment to Non-credit-bearing modules

Module Checklist

KEY		School Action - All levels	Relevant paperwork	Timeline	Check
		School Action - Indicative Timeline final deadline – minimum March/November year of introduction		2 months Initiation to Approval	
		School Action - Indicative Timeline – final deadline – minimum March/November year of introduction		2 months Initiation to Approval	
		QAS Office Action			
Identification of new/amendment/withdrawal	Proposal allocated appropriate risk level in discussion with Associate Dean Quality and Academic Standards and School QAS Admin Lead. Associate Dean Quality and Academic Standards appoints Responsible Person.				
	Responsible Person/Development Committee undertake research, for instance feedback from students, alumni, external examiners.				
Initiation of new/amendment/withdrawal module	New module/amendment/ withdrawal – throughout the whole process consideration should be given to the implication on current/deferred students, applicants, and the impact on programmes, pathways both within and out with schools that may share the module.				
	Responsible Person to undertake consultation with wide range of stakeholders including students, academics, professional services directorates, external academic and or/industry PSRBs.				
	Responsible Person to coordinate completion and submission of relevant documentation.				
Development of new/amendment/withdrawal module	Responsible Person to discuss with School QAS Admin Lead to set timelines aligned to School and University QASC schedule of meetings to allow completion and submission of relevant paperwork to the decision-making groups by gathering relevant data/information to support the outcome.			Schools set submission deadline	
	School QAS Admin Lead supports collation of Consultation and Engagement feedback.				
	Responsible Person to consult with relevant stakeholders including student representatives and professional services. It is expected that student representatives are involved in the development process and that there is a recognition of the impact on learning outcomes for both the overall module and programme learning outcomes, to inform students/deferred students and live and deferred applicants of the proposal to withdraw the pathways and their options and academics, externals and stakeholders.				

	Responsible Person to consult with relevant stakeholders identified in discussion with Associate Dean Quality and Academic Standards and may include student representatives and professional services and where proposals may impact more than one school or programme.			
	Responsible Person to use the outcome of feedback to complete the change to required paperwork. <ul style="list-style-type: none"> • New Module – Specification • Module Amendment – Change proforma and updated module specification • Module Withdrawal – Withdrawal proforma • Non-credit Bearing 	<ul style="list-style-type: none"> • New Module Template • Approved Modules • Change proforma • Withdrawal proforma • Non-Credit Bearing 		
	Responsible Person to submit the relevant completed paperwork to School Quality and Academic Standards Committee (or equivalent).	<ul style="list-style-type: none"> • New Module Template • Approved Modules • Change proforma • Withdrawal proforma 	Schools set submission deadline	
	Responsible Person to submit the relevant completed paperwork to School Quality and Academic Standards Committee (or equivalent).	<ul style="list-style-type: none"> • Non-Credit Bearing 		
Approval of new/amendment/withdrawal module	School QAS Admin Lead to submit relevant completed paperwork and supporting documentation, to the QAS Office. Committee dates can be found Academic Calendar	<ul style="list-style-type: none"> • New Module Template • Approved Modules • Change proforma • Withdrawal proforma • Non-Credit Bearing 	3 weeks prior to QASC	
	QAS Office send out paperwork for E-Consultation, copying in School QA Admin Lead.	<ul style="list-style-type: none"> • New Module Template • Approved Modules • Change proforma • Withdrawal proforma 		
Implementation of new/amendment/withdrawal module	Following approval by QASC, QAS Office will inform relevant parties including Course Operational Group (COG) and Professional Services to initiate updating relevant systems.		post QASC	