**Annex A: Requirements for Taught Courses of Study**

**Appendix B: Publication of Course and Module Specifications**

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**Overview of this Document**

This document sets out information about the publication of course and module information, including the specifications.

**Consulting Other Documents**

This Annex must be followed in conjunction with:

* [Annex A Appendix A: Requirements for Modules](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-a-appendix-a-requirements-for-modules.docx)
* [Annex A Appendix B: Publication of Course and Module Specifications](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-a-appendix-b-publication-of-specifications.docx)
* [Annex B: Approval of Taught Courses, Suspensions and Withdrawals](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-b-approval-of-taught-courses.docx)
* [Annex C: Approval of Modules, Suspensions and Withdrawals](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-c-approval-of-modules.docx)

# **Glossary**

BCC – Business Case Committee

CASC – Course Approval Sub-Committee

DDESE – Divisional Director of Education and UG Student Experience

DDGSSE – Divisional Director of Graduate Studies and PG Student Experience

QACO – Quality Assurance and Compliance Office

# **Introduction**

* 1. The approved course and module specifications will remain the definitive statement of the curriculum to be provided for the course and award.
	2. Information presented in the specifications should be used for marketing information, preparation of module handbooks and module pages on Moodle.
	3. These specifications may only be amended following the successful completion of the relevant re-approval process as set out in this Code of Practice.
	4. Divisions are responsible for ensuring that any information presented to applicants and students does not deviate from information outlined in the approved course and module specifications.
	5. Final approved course and module specifications are available on the Course and Module Specification Repository[[1]](#footnote-1) on KentNet.

# **New Course Publicity and Recruitment**

A new course may be advertised, and applicants offered places on such courses when the course has been fully approved by the Course Approval Sub-committee (CASC), except where under exceptional circumstances the Business Case Committee or the Chair of the BCC authorises that a proposed new course might be advertised as subject to approval.

# **Revised Course Publicity and Recruitment**

A revised course may be advertised, and applicants offered places on such courses when the course has been fully approved by the Course Approval Sub-committee (CASC), except where under exceptional circumstances the Chair of CASC authorises that a proposed revised course might be advertised as subject to approval.

# **Publication of Course Specifications**

* 1. Course specifications will be published annually on the Course Specifications webpage[[2]](#footnote-2).
	2. The publication of course specifications for the following academic year will normally take place in August each year, and before the new academic year begins.
	3. QACO will obtain the specifications of new/revised taught courses from the Course and Module Approval System, once the proposals have been fully approved, in line with the following:
		+ Where a course was submitted to the Course Approval Sub-Committee (CASC), it has been approved by CASC and/or has met the conditions set out by CASC which were approved by the Divisional Director of Education and UG Student Experience (DDESE)/Divisional Director of Graduate Studies and PG Student Experience (DDGSSE).
		+ Where a course specification involved editorial changes only, it has been approved by DDESE/DDGSSE.
	4. QACO will ensure that course specifications are published online.

# **Publication of Module Specifications**

* 1. Module specifications will be published annually, via links to the Module catalogue[[3]](#footnote-3).
	2. The publication of module specifications for the following academic year will normally take place in February/March each year, and before Online Module Registration (OMR) opens.
	3. Divisions are responsible for providing up-to-date module specifications of a publishable standard to the Quality Assurance and Compliance Office (QACO).
	4. QACO will be responsible for communicating the module publication deadlines to Divisions, together with any relevant instructions.
	5. QACO will ensure that module specifications provided by Divisions are published online.
1. [Course and Module Specification Repository](https://livekentac.sharepoint.com/sites/specifications) (available to Kent Staff only) [↑](#footnote-ref-1)
2. [Course Specifications webpage](https://www.kent.ac.uk/courses/course-specifications) [↑](#footnote-ref-2)
3. [Online Module catalogue](https://www.kent.ac.uk/courses/modules) [↑](#footnote-ref-3)