**Annex C: Approval of Modules, Suspensions and Withdrawals**

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# Overview of this Annex

This annex of the Code of Practice sets out the processes and procedures for approval of new and revised modules, module suspensions and withdrawals proposed by a Division unilaterally or in collaboration with other Divisions or partner providers.

# Consulting Other Documents

This Annex must be followed in conjunction with:

* [Annex A: Requirements for Taught Courses of Study](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-a.docx)
* [Annex A Appendix A: Requirements for Modules](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.kent.ac.uk%2Feducation%2Fdocuments%2Fcode-of-practice-taught%2Fcode-of-practice-taught-annex-a-appendix-a-requirements-for-modules.docx&wdOrigin=BROWSELINK)
* [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)
* [Principles of Compliance with Consumer Protection Laws](https://www.kent.ac.uk/education/documents/cma/principles-of-compliance-with-consumer-rights-protection-laws.docx)
* [Policy on Communication with Applicants and Students](https://www.kent.ac.uk/education/documents/cma/policy-on-communication-with-applicants-and-students.docx)
* [Assessment Regulations Framework](https://www.kent.ac.uk/education/regulatory-framework/assessment-regulations-framework)

# Glossary

BCC – Business Case Committee

CASC – Course Approval Sub-Committee

CMA – Competition and Markets Authority

DDESE – Divisional Director of Education and UG Student Experience

DDGSSE – Divisional Director of Graduate Studies and PG Student Experience

DESEC – Divisional Education and Student Experience Committee

DGSSEC – Divisional Graduate Studies and Student Experience Committee

# PART A: Approval of New Modules

# Module Requirements

All modules must adhere to the requirements set out in Appendix A of Annex A of the Codes of Practice for Taught Courses of Study.

# New Module Approval Process

The procedures for module approval differ and depend on whether the new module came forward for approval:

1. as part of a proposal for a new or substantially amended course of study;
2. in isolation and does not form part of a course proposal.

# New Modules Coming Forward as part of a Course Proposal

* 1. Where the module comes forward as part of a proposal for a new or substantially amended course of study, it will be considered by the relevant Curriculum Team within the Division.
  2. For information about the Divisional Curriculum Team for new and revised courses, see section 9 in Annex B of the Codes of Practice for Taught Courses of Study.

## Modules Coming Forward Outside of a Course Proposal

New modules which do not come forward as part of a proposal for a new or substantially revised course of study will be considered by the Board of Studies and the Divisional Education and Student Experience Committee (DESEC)/ Divisional Graduate Studies and Student Experience Committee (DGSSEC).

## New Module Proposal Consideration by the Board of Studies

The new module proposal will be considered by the Board of Studies who will make a recommendation to the Divisional Education and Student Experience Committee (DESEC)/Divisional Graduate Studies and Student Experience Committee (DGSSEC) as to whether it should be approved.

### New Module Proposal Consideration by DESEC/DGSSEC

* + 1. The DESEC/DGSSEC will consider the proposed module and make the final decision as to whether the proposed module should be approved, approved subject to required revisions, or rejected.
    2. Approval of a module by the relevant DESEC or DGSSEC will confirm that the Committee is satisfied with the module requirements set out in Appendix A, Annex A of the Codes of Practices for Taught Courses of Study.
    3. Consideration of such proposals may be delegated by the DESEC/DGSSEC to Chair’s Action or to other designated member(s)[[1]](#footnote-2) of the Committee. Such consideration may take place electronically via the University’s designated software package for doing so.

## **CASC Consideration of Modules**

* 1. Individual proposals of new modules will not normally be considered by CASC.
  2. However, the following examples of new module proposals may be considered by the CASC Approval Panel (see section 35.1. of Annex B of the Codes of Practices for Taught Courses of Study):
     1. Where new modules accumulate to 25% of the credit available for a stage, irrespective of the stage of any course;
     2. Where new compulsory, optional or elective modules accumulate to 20% of the credit available for a stage, irrespective of the stage, for any course.

# PART B Revisions to Approved Modules

# Approval Process of Revisions to Modules

* 1. **Minor changes** to existing modules can be approved by the Divisional Boards of Studies or Director of studies, as applicable.Such changes should not be approved unless a revised **module specification** has been submitted.
  2. **Major and/or material changes** are considered for approvalby the Divisional Education and Student Experience Committee or the Divisional Graduate Studies and Student Experience Committee. Such changes should not be approved unless a revised **module specification** has been submitted.
  3. **Module withdrawals of optional modules** are considered for approvalby the Divisional Education and Student Experience Committee or the Divisional Graduate Studies and Student Experience Committee. Such changes should not be approved unless a revised **course specification** has been submitted. Please note that withdrawal of optional modules can result in changes to the CMA material information, see section 7, below.
  4. **Module withdrawals of elective modules, where the module is not running and has no registered students,** can be approved by the Divisional Boards of Studies or Director of Studies, as applicable (where withdrawal is not part of the annual portfolio review).
  5. **Module withdrawals of optional/elective modules with registered students** are considered for approvalby the Divisional Education and Student Experience Committee or the Divisional Graduate Studies and Student Experience Committee. The Division must follow the [Principles of Compliance with Consumer Protection Laws](https://www.kent.ac.uk/education/documents/cma/principles-of-compliance-with-consumer-rights-protection-laws.docx) and [Policy on Communication with Applicants and Students](https://www.kent.ac.uk/education/documents/cma/policy-on-communication-with-applicants-and-students.docx) when considering such withdrawals.
  6. **Module withdrawals of compulsory modules** are considered under changes to material information of courses as per section 7, below.

## Changes to the Material Information of Modules (‘Material Change’)

* 1. ‘Material Change’ includes any amendment that constitutes a material change to the module information, as outlined by the Competition and Markets Authority (CMA)**.**
  2. The most common examples include (for the full list of material information see Kent’s CMA [webpages](https://www.kent.ac.uk/education/cma/cma-material-information)):
     1. Introduction of a new type of assessment (e.g. changing 100% coursework to 100% examination, or introducing a presentation element that is new to the assessment pattern).
     2. Change to the re-assessment method to repeat only.
     3. Making a component of assessment pass-compulsory.
     4. Change to the location of the module (e.g. changing the location from Canterbury to Medway where the course is advertised for Canterbury campus only).
     5. Change to the learning or teaching methods or to the methods of assessment, e.g. a change to the delivery mode from lectures to e-learning.
     6. Addition of new pre-/co-requisite requirements to advertised optional modules.
  3. The module owning Division, when proposing material changes to modules, must follow the process set out in the [Principles of Compliance with Consumer Protection Laws](https://www.kent.ac.uk/education/documents/cma/principles-of-compliance-with-consumer-rights-protection-laws.docx) and [Policy on Communication with Applicants and Students](https://www.kent.ac.uk/education/documents/cma/policy-on-communication-with-applicants-and-students.docx).

## Major Changes to Modules

* 1. Major changes to a module include:
     1. Any amendment resulting in a change to the intended learning outcomes for the module.
     2. A change in the level or volume of credit of a module, as this will necessarily involve a change in learning outcomes and assessment.
     3. Making changes to the top level of assessment, other than identified in 7.2.1 above.
     4. A combination of minor changes that, when aggregated, can be considered to be a major change.

## Minor Changes to Modules

* 1. Minor changes to modules include:
     1. Title change that does not result in any other changes[[2]](#footnote-3).
     2. Revision of synopsis that does not include any substantive changes to the content of the module.
     3. Typos, formatting errors and/or any other type of factual errors (e.g. updating the module code(s), errors arising from moving the module onto the new specification template) that do not alter the content of the module.

## QACO Advice Regarding Changes to Modules

Where there is doubt as to whether a proposed change to a module constitutes a material, major or minor change, advice should be sought from the Quality Assurance and Compliance Office ([qaco@kent.ac.uk](mailto:qaco@kent.ac.uk)).

## Module Revisions for a New Course

Where a module or a number of modules are being revised for a new course, the proposed changes will be considered by the Divisional Curriculum Group as outlined in Annex B of the Codes of Practice for Taught Courses of Study.

## Module Revisions that Affect Course Specifications

* 1. Where any revisions to modules result in changes to the course specification,such revised modules must be approved by the Division before submitting the revised course specification to CASC (see Part B of Annex B of Codes of Practice for Taught Courses of Study).
     1. It is necessary, therefore, to take account of the annual deadline for submissions to CASC when planning changes to existing modules.
  2. The module-owning Division must state how any change to an existing module will impact on the learning outcomes of all existing courses of study in which the module is compulsory and for which the module-owning Division is responsible.
  3. Where a change to a module will impact on the Course Learning Outcomes, a revised course specification and module mapping must be submitted for re-approval as per this Annex B of the Code of Practice for Taught Courses of Study.
  4. Other interested Schools/Departments should be consulted as appropriate with regard to changes to modules.

## Module Withdrawal

A module can be considered for withdrawal on the following occasions:

* As part of Annual Divisional Review
* As part of QACO annual review of modules
* As part of a course restructure
* ‘Ad-hoc’ withdrawals, when requested by the Division

### Withdrawing modules as part of Annual Divisional Review

Divisions will review annually the portfolio of modules that they offer and will make decisions about the retention and withdrawal of those modules (see [Annex E](https://www.kent.ac.uk/teaching/qa/codes/taught/documents/copt2020-annexe-annual-monitoring-v2.pdf) section 5 of the Taught Code of Practice).

### Withdrawing Modules as part of QACO annual review of modules

* + 1. Any module that does not register any students for a period of three consecutive academic years will be considered for withdrawal.
    2. To facilitate this process, QACO will present each Division in the Autumn Term with a list of modules that have not recorded any student registrations over a three-year period[[3]](#footnote-4).
    3. Divisions will be required to annotate and return the list by a stated deadline, indicating which if any of the modules should be retained.
    4. Any modules not identified by the Division for retention within the deadline set will be withdrawn on the authority of the relevant Divisional Director of Education and UG Student Experience or Divisional Director of Graduate Studies and PG Student Experience.
    5. Where a non-recruiting module is marked by a Division for retention, a rationale for doing so must be provided. In such cases, the DDESE/DDGSSE will take the rationale into account before reaching a decision. If the DDESE/DDGSSE is satisfied by the rationale, they will sanction the retention of the module for a further academic year.
    6. Where module(s) not owned by a Division contribute to course(s) offered by that Division, the Division in question must check the list for such modules and must annotate the list to indicate such modules should be retained.
    7. Modules withdrawn through this exercise will be reported as such to the relevant Divisional Education and Student Experience Committee (DESEC) or Divisional Graduate Studies and Student Experience Committee (DGSSEC), as appropriate, which will formally record the withdrawal.
    8. The Division will report these decisions to the Central Student Administration Office (CSAO).

### Withdrawing Modules as Part of a Course Restructure

Where withdrawals are part of a course restructure the withdrawal request should be submitted at the same time as the revised course specification and the withdrawal submission should indicate that it is part of a course restructure.

### Ad-hoc Module Withdrawals

Where a Division wishes to propose the withdrawal of a module, it must submit a request to the appropriate DESEC/DGSSEC via the system used for module approval. The request should be accompanied by the following:

* + 1. A statement confirming that no students are registered for the module or will be required to take it, including resitting and intermitting students. If there are students still registered on the module the statement should set out how those students will be properly taught and supported.
    2. A statement that the module is either not a component of any course offered in another School/Department, or, if the module is a component of a course offered in another School/Department a statement that the School/Department has been advised and is in agreement. Evidence in the form of a response from the other School/Department must be provided with the withdrawal request.

### Modules Subject to Articulation Agreement

Where a module to be withdrawn is subject to an existing Articulation Agreement, the Division will notify the Quality Assurance and Compliance Office. This may result in a review of the Articulation Agreement.

1. The designated member will be a Director of the Board of Studies from a different subject area. [↑](#footnote-ref-2)
2. However, this may result in a material change to the course, normally if the change is made to a compulsory module. [↑](#footnote-ref-3)
3. TBA. [↑](#footnote-ref-4)