Annex B: Approval and Withdrawal of Modules

1 This section of the Code of Practice sets out the requirements which must be met by proposals for new modules and the procedures for consideration and approval of such proposals.

2 Proposals for new modules should include a module specification in the approved format, see https://www.kent.ac.uk/teaching/documents/quality-assurance/codes/taught/docs/annexb-modspec-coversheet-blank2016-17.docx. The module specification will subsequently be used as a source of basic information about the module by students, potential students and internal and external reviewers.

3 Each module must be set out in a separate module specification.

Module Approval

4 The formal procedure for approval of new modules intended primarily for use as part of an undergraduate programme\(^1\) is as follows:

4.1 Preparation of proposal.

4.2 Consideration of proposal by Board of Studies and School Education Committee; recommendation to Faculty Education Committee.

4.3 Consideration of proposal and recommendation by Faculty Education Committee.

5 The formal procedure for approval of new modules intended primarily for use as part of a taught postgraduate programme\(^2\) is as follows:

5.1 Preparation of proposal.

5.2 Consideration of proposal by Board of Studies and School Graduate Studies Committee; recommendation to Faculty Graduate Studies Committee.

5.3 Consideration of proposal and recommendation by Faculty Graduate Studies Committee.

**Note:** As a condition of approval, Faculty Education Committee or Faculty Graduate Studies Committee should be assured that the proposed new curriculum, as far as can be reasonably anticipated, does not present any non-justifiable disadvantage to students with disabilities.

6 Modules must conform to the criteria as set out in the Kent Credit Framework sections 3.2-3.3. Approval of a module by the relevant Faculty committee confirms that it is satisfied that the module is set at the appropriate level.

7 The module-owning School must state how the introduction of a new module will impact on the learning outcomes of all existing programmes of study in which the module is approved.

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\(^1\) For the purposes of this Code integrated masters programmes are regarded as undergraduate programmes.

\(^2\) For the purposes of this Code Graduate Certificate and Graduate Diploma programmes are regarded as postgraduate programmes.
compulsory and the module-owning School is responsible. Where the introduction of a new module will impact on the programme learning outcomes, a revised programme specification and module mapping must be submitted for re-approval as per Annex C.

8 The module specification must list all possible pre-requisites relating to that module, including where the module is attached to two or more different programmes of study.

9 Schools are authorised to approve minor changes to existing modules. Such changes should not be approved unless a revised module specification has been submitted.

10 Where substantial changes to a module are proposed, a revised module specification must be submitted for approval by the Faculty Education Committee or Faculty Graduate Studies Committee, as appropriate.

10.1 A substantial change to a module includes:

- Any amendment resulting in a change to the intended learning outcomes for the module.
- A major 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.
- A change in the level or volume of credit of a module, as this will necessarily involve a change in learning outcomes and assessment.
- A combination of minor changes that, when aggregated, can be considered to be a major change.

10.2 Where there is doubt as to whether a proposed change to a module constitutes a minor or substantial change, advice should be sought from the Faculties Support Officer (fso@kent.ac.uk) or the Quality Assurance Office (qa@kent.ac.uk).

**Note:** Where a new or revised programme specification is to be submitted to PASC for approval, new and/or major revisions to module specifications must be approved by Faculty first. It is necessary, therefore, to take account of the annual deadline for submissions to PASC when planning new modules or major changes to existing modules. Please refer to Annex C, 2.1 and 2.3.1 (vi-vii) for further guidance.

11 Other interested Schools should be consulted as appropriate with regard to changes to modules.

12 The module-owning School must state how any change to an existing module (whether a minor or substantial change) will impact on the learning outcomes of all existing programmes of study in which the module is compulsory and the module-owning School is responsible. Where a change to a module will impact on the programme learning outcomes, a revised programme specification and module mapping must be submitted for re-approval as per Annex C.

**Module Withdrawal**

13 Approval of a new module will be withdrawn where the module is not taught within three years of approval being granted.
13.1 If an existing module is to be withdrawn the School should submit a request to the appropriate Faculty Education Committee or Graduate Studies Committee via the system used for module approval. The request should be accompanied by the following:

- 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;
- a statement that the module is either not a component of any other Schools’ programmes, or, if the module is a component of a programme belonging to another School a statement that the School(s) have been advised. Evidence in the form of responses from the other School(s) must be provided with the withdrawal request.

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

13.3 Where a module to be withdrawn is subject to an existing Articulation Agreement, the Faculties Support Office (FSO)\(^3\) will notify the School and the Quality Assurance Office (QAO).

Further Guidance:
Please refer to the module and programme specification approval risk table, which may be viewed in ‘Guidance.

\(^3\) The QAO will provide the FSO with an up to date list of all modules that are subject to an Articulation Agreement.