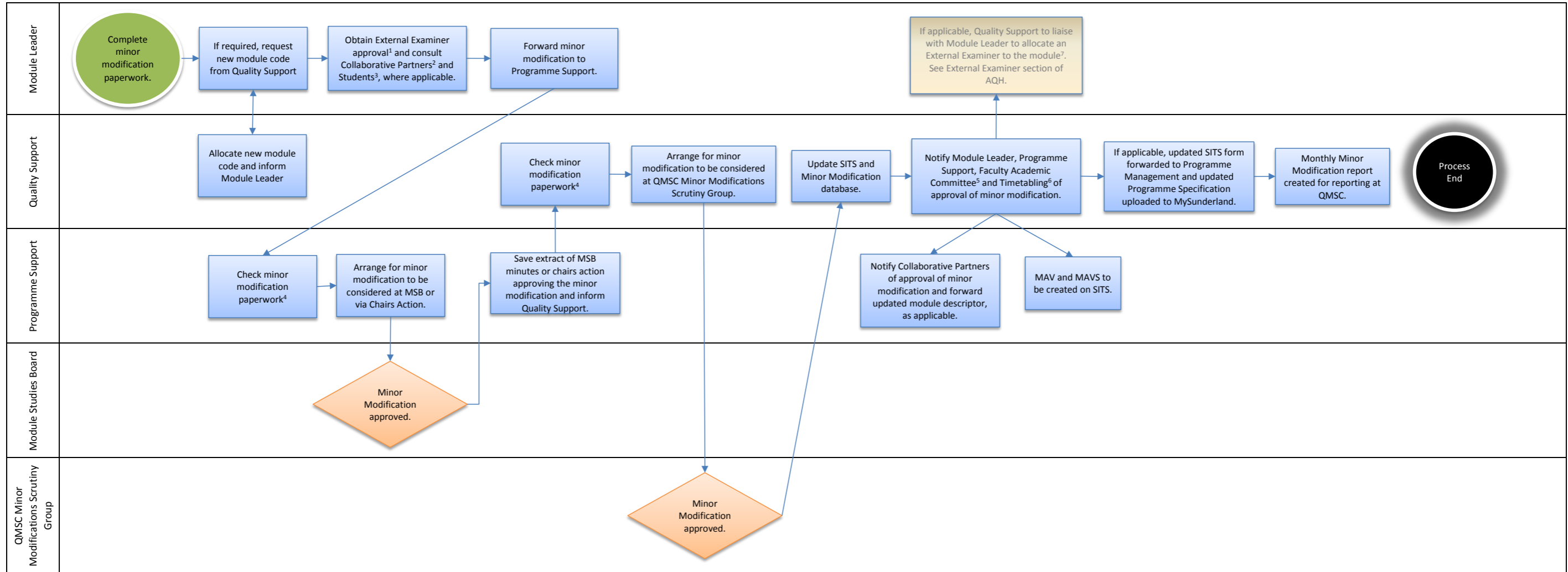


Process Flow - Module Creation and Modification



KEY	
●	Process Start
■	Task
◇	Decision
●	End of Process

¹ External Examiner approval is required for Level 5, 6 and 7 modules.

² Where a module is delivered off campus, collaborative partners must be consulted on the proposed change(s).

³ Confirmation required that consultation with students affected by the change has taken place, particularly if it affects their award classification.

⁴ Check the latest version of the templates have been completed and the required documentation is attached as per section 7 of the minor modification form. Check if Programme Specific Regulations are required.

⁵ Approval of minor modification to be reported at Faculty Academic Committee (FAC).

⁶ Timetabling to be informed the creation of new modules and any changes to the Teaching and Learning Methods of existing modules.

⁷ External Examiner to be appointed to a new module or to the modification of an existing module requiring a new module code.