|  |  |  |  |
| --- | --- | --- | --- |
| **Module element** | **Indicative, definitive or course-level** | **Approval authority** | **Forms and documents** |
| New course approval | Course-level | Portfolio Approval Committee | PAC Stage 1/2  |
| New 60-credit pathway | Course-level | PAC 60-credit pathway proposal |
| New 90-credit pathway | Course-level | PAC 90-credit minor proposal |
| Course or pathway title change | Course-level | Course or Pathway title change proposal |
| Course or pathway withdrawal or suspension | Course-level | Course or pathway withdrawal or suspension |
| Module title | Definitive | School Education Committee | Major change to a module |
| Module description | Definitive |
| Credit value | Definitive |
| Credit level | Definitive |
| Learning outcomes | Definitive |
| Assessment modes | Definitive |
| Assessment weightings | Definitive |
| Breakdown of teaching & learning hours | Definitive |
| Teaching methods | Definitive |
| Module content | Indicative | Boards of Study |  |
| Reading lists | Indicative |
| Assessment schedule | Indicative |
| Assessment length | Indicative |

**Summary of which body approves which course and module changes**

**Approval process and record of changes:**

**Definitive elements of a module**

The approval of modifications to the definitive elements of a module are the responsibility of the School Education Committee (SEC). The SEC may agree that the Chair of the SEC may consider proposals for changes by Chair’s action, with modifications approved by this route reported to the next available meeting of the SEC.

A [Module Change Form](https://www.sussex.ac.uk/adqe/curriculum/curriculumdevelopment) should be completed and submitted to the CAO for consideration by the SEC/Chair of SEC. The form can be found on the AQP webpage at [http://www.sussex.ac.uk/AQP/curriculum/curriculumdevelopment](http://www.sussex.ac.uk/adqe/curriculum/curriculumdevelopment)

If a modification to assessment mode or weighting is being proposed, the Map of Course Assessment should accompany the request form to allow the committee to see the impact of the change on the cohesion of the assessment strategy for the course.

If the modification being proposed to the module learning outcomes is so significant that it impacts the course learning outcomes, the Course Learning Outcomes Map should accompany the request form to allow the committee to see the impact of the change on the academic coherence of the course.

Following consideration by SEC/the Chair of SEC, the Module Convenor will be notified of the outcome of the Committee’s consideration. Where the modification is approved, the CAO will arrange for the relevant changes to be made to the module record in CMS. The minutes of the SEC will record the Committee’s decisions.

**Indicative elements of a module**

Changes to indicative elements of a module do not require approval at School level and are the responsibility of module teams and the Board of Study. Where a Board of Study has concerns about a proposed change, this should be referred to the SEC with a description of the case.

It is good practice for changes to be widely discussed to ensure that modules across a subject and in the courses to which they contribute are considered holistically. If the module is shared outside the School and if changes are significant, relevant colleagues in the appropriate School must be consulted.

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