ACADEMIC QUALITY POLICY & PRACTICE 2023 V1.5

Section 8: Module Quality Enhancement and Assurance

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8. MODULE QUALITY ENHANCEMENT AND ASSURANCE

8.1 Introduction

This section constitutes the University policy relating to the Quality Enhancement and Assurance of modules, including their initial approval and continued development. The process of module development and approval adheres to the principles of the QAA Quality Code for Higher Education

Regardless of the mode of delivery, GCU is a Programme centred institution. All modules, regardless of whether they are accessed by a single or multiple academic units belong to a host programme.

To ensure consistency, transparency and fairness, all module assessment results are considered at the host Assessment Board and the ratified results reported to the associated academic unit Assessment Boards. In a similar way any proposed module updates should be deliberated and discussed with the other academic units at the host Programme Board (PB) and any module updates mediated via the host PB and approved by the Head of Department

All module updates should be processed by 30th June of each academic year for delivery in the following Academic Year.

8.2 Responsibilities for Module Quality Enhancement and Assurance

In accordance with the principle that responsibility for quality enhancement and assurance should rest as closely as possible with those at the point of delivery, each module is strategically the overall responsibility of the host Programme Board/Department (via the Programme Leader and Head of Department), but the operational development is the responsibility of the Module Leader.

With respect to the coherence of the academic content of the module with programme learning outcomes the Module Leader reports, in the first instance, to the Programme Leader and thereafter to the host Programme and Assessment Board. The host Programme and Assessment Board includes representation from all programmes accessing the module. Decisions about module updates and the reporting and confirmation of module marks are the responsibility of the host Programme and Assessment Board.

Any unresolved disputes regarding the primary location of modules (i.e. ownership and delineation of the host Programme Board) should be referred to the Department of Quality Assurance and Enhancement via the School's Quality Assurance and Enhancement contact in the first instance.

8.3 Responsibilities of Module Leaders

Operational responsibility for an individual module lies with the Module Leader (identified within the module descriptor). Module Leaders, in collaboration with the Programme Leader and guided by the Head of Department**,** are responsible for the planning, delivery, monitoring, standards, and academic development of their modules, and for ensuring that the module descriptor is accurate and up-to-date (see Role of Module Leader in section 3).

8.4 Development and Approval of New Modules and Updates to Current Modules

The processes for the approval of new modules and amendment of existing modules in the student management information system are detailed in the module creation and change manual.

8.4.1 New modules

New modules can be approved either:

- as part of the approval/review process
- outwith the approval/review process.

Where new modules are created as part of the formal approval/review event School-level approval, external scrutiny and final approval are an integral part of the process.

New modules created independent from these processes require to:

- evidence scrutiny by an external expert
- evidence approval by the Department/School
- submit a new module proposal through the Student Information Management System (SIMS) along with associated evidence for approval by the Department of Quality Assurance and Enhancement.

For guidance, staff may wish to use the Module Approval Proforma as a tool and guide to all the information required prior to entry into SIMS.

The Department of Quality Assurance and Enhancement confirm that due process has been followed and approve the module(s) thereafter.

8.4.2 Current Modules

Amendments to current modules can be deemed to be major or minor.

Current modules can be amended either:

- as part of the approval/review process
- outwith the approval/review process.

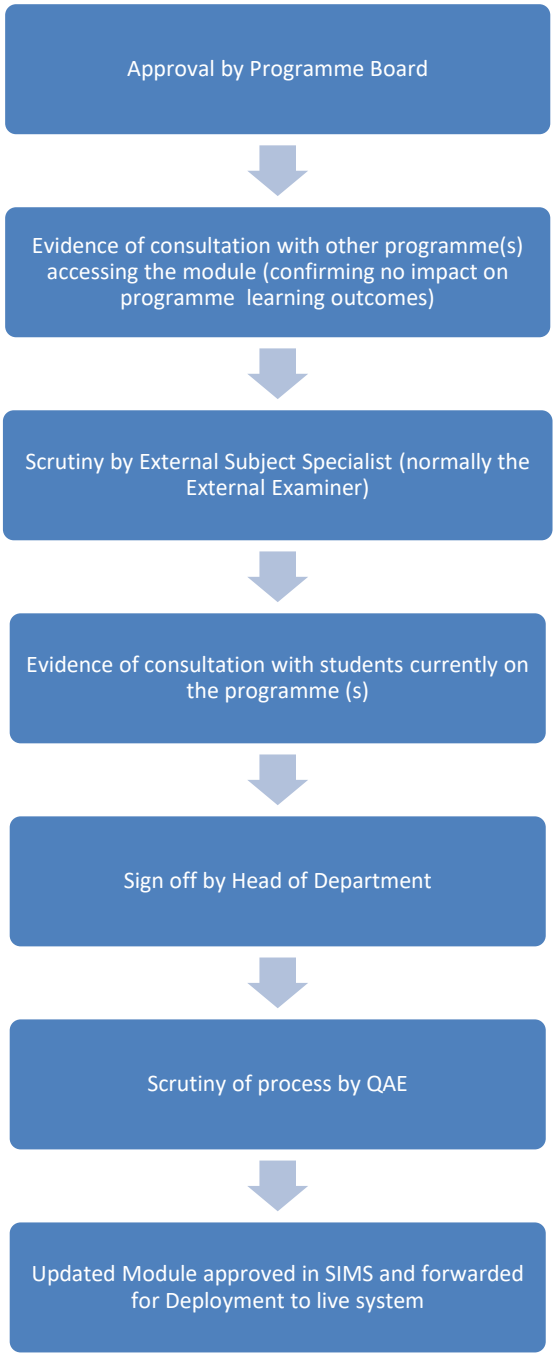
Where modules are amended as part of the of the formal approval/review event, School-level approval, external scrutiny and final approval are an integral part of the process and Programme teams must clearly identify such modules in submission documents.

Where updates to current modules are approved out with the approval/review process the process identified in the flow diagram shown on the next page should be followed.

For guidance on whether the amendments being made are significant enough to warrant a new Module Code, staff should consult the Do I Need a New Module Code? guidance. Staff may also wish to use the Module Change Proforma as a tool and guide to all the information required prior to entry into SIMS.

The Department of Quality Assurance and Enhancement confirm that due process has been followed and approve the module(s) thereafter.

Module Change/Modification Process:



N.B. Where multiple module updates are being proposed the Programme Review process may apply. Please refer to Section 7, Programme Review and contact your named representative in the Dept of Quality Assurance and Enhancement for further advice.

8.5 Monitoring and Enhancement of Existing Modules

It is recognised that the monitoring of modules is an inherent part of programme review and module delivery. All modules, however, must be formally monitored and reviewed via the **host Programme Board** every year utilising the University's module monitoring template and guidance notes. The Module Leader is responsible for monitoring the module in accordance with University policy and procedures. **The Module Leader reports the outcomes to the Programme Leader(s) via the host Programme Board**

The School must ensure that monitoring has taken place and that, where appropriate, an enhancement plan is in place. The enhancement plan should clearly state the locus of responsibility for the actions contained within the plan. Progress will be monitored by the Programme Board following approval by the Head of the Department in which the module is located, and reported on through the Annual Programme Monitoring process.

8.6 Withdrawal of Existing Modules

Schools are responsible for making decisions to withdraw existing modules. Such decisions must be documented so as to confirm that all interested parties, particularly Programme Boards, have been consulted, and that any concerns have been dealt with sensitively. Assurances must have been received that the achievement of the learning outcomes of impacted programmes is not threatened by the proposed updates. Where issues have arisen that the School(s) have been unable to resolve this should be referred to the Department of Quality Assurance and Enhancement.

8.7 Module Handbooks

All modules must have an associated Module Handbook. Students must be provided with the Module Handbook at the beginning of the trimester in which the module is being delivered.

The content of a Module Handbook must comply with University policy and guidance