

## A Check List for Changing Lengths of Modules

Requirements	Notes	Check
Initial agreement from Programme Team/Academic Team Leader	Module Leader discusses implications of changing lengths of modules with Course Leader who considers/ addresses implications (consults with Academic Team Leader)	
Make amendments on Module Template	Change length of module on module specification.	
Course Committee/School Quality Committee approval/notification (Minutes)	Amended module template and rationale discussed at Course Committee and School Quality Committee – amendments made if necessary	
Annex L form completed	Module owner to include list of modules and rationale. <b>NOTE: no external examiner comment or copies of module specifications necessary.</b> Signed by Module Leader and Course Leader. Signatures of Chair of Course Committee and School Quality Committee are also required.	
All paperwork given to Quality PL to sign off and send to QAEU	Quality PLs replace the role of standing panels.	
Programme Handbook update	Ensure changes to module lengths are appropriately reflected in the handbooks and is included in the following year's/semester's copy	