

UEL QUALITY MANUAL

PART 3

MODULE PROCESSES

1. Introduction

- 1.1. Information about module processes can be found throughout this manual. This section provides a brief summary of these processes and identifies the part of the Quality Manual in which further information may be found.

2. Responsibility

- 2.1. The Head of Department is responsible for leading department development and ensuring the management of delivery of modules and their associated assessment in the department area.
- 2.2. The Course Leader is responsible for ensuring that each member of the course team is aware of their responsibilities regarding the management of a course, e.g. Module Leaders and Academic Advisors.

3. Creating and Updating Module Specifications

- 3.1. The module specification form and associated guidance is available at: <https://uelac.sharepoint.com/sites/QualityAssuranceandEnhancement/SitePages/Forms-and-Guidance.aspx#modules>
- 3.2. Note that modules on any type of provision use the same module specification template.
- 3.3. Module specifications for any given year are held by QAE, therefore QAE should be notified of any changes to module specifications, even regular routine updates that do not require formal quality approval such as updates to the reading lists. This is essential to ensure information to students and other stakeholders is up to date and consistent.
- 3.4. Updated specifications can be sent to the QAE Mailbox (qae@uel.ac.uk).

4. Module Approval

- 4.1. Module approval may take place during the process of course approval. Module specifications are included in the documentation required for the approval of a new course (Part 5, Approval and Validation of Award-Bearing Courses (non-collaborative)).
- 4.2. New modules for incorporation in existing courses may be approved by the School Quality Committee (Part 6, Module and Course Modifications).

- 4.3. Where a course incorporates modules 'owned' by another School, the Course Leader will obtain written agreement from the School relating to the use of the modules, and this should be presented at the approval meeting (Part 5, Approval and Validation of Award-Bearing Courses (non-collaborative)).
- 4.4. Following module approval:
 - Course specification(s) must be updated to include details of any newly approved modules and forwarded to QAE.
 - Where modules are core, the implications for the 25% rule must be noted. (Part 6, Module and Course Modifications).
- 4.5. While not a formal part of the module approval process, it is expected that following approval, a module guide/handbook will be produced and made available to students upon commencement of the module. Module guides will be considered as part of the Periodic Review Process (Part 8, Periodic Academic Review).

5. Module Modification

- 5.1. Guidance on module modifications can be found in Part 6, Module and Course Modifications.
- 5.2. Module modifications must be approved by the relevant School Quality Committee.
- 5.3. Module modifications will not be applied retrospectively and should only be implemented at the start of the term or academic session following their approval.
- 5.4. Where modifications are being proposed that will affect students currently enrolled on a course, students must be consulted and notified if approved.
- 5.5. Where module modifications are being proposed that will affect apprentices currently enrolled on a course, in addition to the apprentices affected, employers must also be consulted and notified if approved.
- 5.6. Where changes to learning outcomes, level, credit weighting and curriculum content are proposed, external expert advice must be sought.
- 5.7. Where modules are core, the implications for the 25% rule must be noted. A running log of all course modifications should be kept by the School Quality Committee.
- 5.8. Normal and regular updates of reading and resources lists do not require approval by the School Quality Committee.
- 5.9. Course Leaders should be notified when module modifications have been made to modules that are offered on their courses.
- 5.10. Where modifications are approved to modules on franchised partner courses the relevant link tutor and the Academic Partnerships Office must be informed.

6. Changes to Module Titles

- 6.1. School Quality Committees may approve changes to module titles (Part 6, Module and Course Modifications).

7. Collecting and Responding to Student Feedback

- 7.1. All students will be provided with the opportunity to contribute feedback on each module anonymously via Module Evaluation Questionnaires (MEQ). A centrally administered automated module evaluation system is used for undergraduate and postgraduate taught, work placement and dissertation modules delivered at UEL. It does not cover collaborative provision or postgraduate research courses. The standard questions cover key areas such as knowledge and skills; module organisation; module resources; module satisfaction; and employment readiness.
- 7.2. Staff are able to monitor response rates, view historical MEQ reports and close the feedback loop with students via the online platform Evasys+.
- 7.3. A results analysis report is generated and provided to Module Leaders and relevant School staff and quantitative responses are uploaded to Power BI. Student feedback from module evaluation should be considered in the Module Development Plan, as detailed below.

8. Module Monitoring

- 8.1. A Module Development Plan (MDEP) will be prepared for each module at the end of each delivery cycle (term or academic year, as appropriate).
- 8.2. A standard report template is available on the Quality Assurance & Enhancement SharePoint page (<https://uelac.sharepoint.com/sites/QualityAssuranceandEnhancement/SitePages/Forms-and-Guidance.aspx#modules>).
- 8.3. The MDEP should be forwarded to External Examiners as part of the assessment board pack. Schools will make local arrangements for storing MDEPs and provide a copy to QAE for the central repository.

9. Manuals, Forms and Guidance notes relevant to Part 3

- 9.1. All manuals, forms and guidance are available on the QAE intranet (<https://uelac.sharepoint.com/sites/QualityAssuranceandEnhancement/SitePages/Forms-and-Guidance.aspx#modules>).
- 9.2. Module-specific guidance:
 - Module Development Plan Template and Guidance
 - Module Specification Template
 - Module Indicative Learning and Teaching Time
 - Guidance for accessing online MEQs

- Guidelines for Module Guides
- Module Guide Template
- Taught/Distance Learning Module Evaluation Questionnaire
- Work Placement Module Evaluation Questionnaire
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- Dissertation Module Evaluation Questionnaire

9.3. Course Amendments:

- Module Amendment Form for School Quality Committee.