

Module Amendment Process and Deadline Guidance Note For Faculties

This document has been produced by the Programme Design and Quality Enhancement (PDQE) team to provide an overview of the University process and timings for the amendment of modules/implementation of new modules to be delivered in 2024/25 academic year.

In summary:

- The deadlines stated are intended to ensure that modules included in the **Online Module Selection** process in March 2024 are up-to-date at the point students make their choices and to assist all stakeholders in the completion of preparatory work for the 24/25 academic year.
- These dates are in alignment with the Approval and Revision of Taught Modules and Programmes Handbook (see under 5.1.5 [here](#)).
- This document also provides guidance on how to submit module amendments as well as additional factors that need to be taken into consideration (e.g. arrangements for late submissions)
- Please note that certain types of amendments relating to modules (e.g. module name changes, changes to credit values, addition of new compulsory modules etc.) **may** require a [PAAF](#). Please consult with the relevant PDQE Team for guidance on the application of University programme amendment policy [here](#).
- **Queries:** If you have any queries or need help, please contact your Faculty QS team via the following email addresses:

Faculty of Environment, Science and Economy:	ese-quality@exeter.ac.uk
Faculty of Health and Life Sciences:	hls-quality@exeter.ac.uk
Faculty of Humanities, Arts and Social Sciences:	hass-quality@exeter.ac.uk

Deadlines*:

<u>Level of Study</u>	<u>Deadlines</u>	<u>Notes</u>
UG 2/3/4	Friday 1st March 2024	<p>This is the date by which all UG 2/3/4 module amendments must be</p> <ol style="list-style-type: none"> submitted via the Module Amendment Site approved by DESEs progressed to the PDQE Team for review/publication <p><i>New modules should be submitted via the same date; please, please refer to the relevant PDQE team for guidance.</i></p>
UG 1 / PGT	Friday 26 th April 2024	<p>This is the date by which all UG1 and PGT module amendments must be</p> <ol style="list-style-type: none"> submitted via the Module Amendment Site approved by DESEs progressed to the PDQE Team for review/publication <p><i>New modules should be submitted via the same date; please, please refer to the relevant PDQE team for guidance.</i></p>

***Please note:**

- These deadlines are set to ensure the University meets its CMA (Competition and Market Authority) obligations, and enables the correct information to be made available to students when online

module selection opens. It also ensures all of the professional services teams involved have sufficient time to process accordingly.

- **Potential impact of late amendments:** The submissions of late amendments (i.e. after the approved deadlines) can cause a number of issues, for example, in regards to the University meeting its [CMA \(Competition and Market Authority\) obligations](#), impacting the work of admissions, hubs and timetabling teams etc.
- **Faculty-specific deadlines:** Faculties **may** choose to apply internal deadlines ahead of those detailed above. However, the University deadlines **must** still be met.

How to submit *module amendments*:

- All module amendments **must** be submitted via the [University Module Amendment Site](#). Amendments received via other methods (e.g. email) will not be accepted.
- Guidance on how to use the Module Amendment Site is provided on the site home page and can also be accessed directly via the links below:

User:	Guidance:
Module Leads	<ul style="list-style-type: none"> • Quick Reference Guide • Video
Directors of Education and Student Experience	<ul style="list-style-type: none"> • Quick Reference Guide • Video

Module Amendment Site downtime:

Please note that the module amendment site will not be accessible during the following periods (post-the deadlines above). As we are expecting a large number of amendments (*last year approx. 400 amendments were received during the period covered*), this downtime is to allow PDQE, and all downstream teams, time to complete all required administrative work:

- **Monday 4th March 2024 – Friday 15th March 2024**
- **Monday 29th April 2024 – Friday 10th May 2024**

It will not be possible to submit any module amendments during these periods. As this a pilot, please direct any comments or queries to the relevant Faculty-facing PDQE team.

How to submit *new modules*: Please contact the relevant PDQE team for guidance on submitting new modules.

Reporting: To help underscore all of the above and to ensure transparency in this process, the PDQE Team will produce regular reports on amendments to be supplied to key stakeholders (e.g. Faculties/Depts/Hubs etc.).

Late amendment submissions: If a submission needs to be made after the deadline, a judgement **must** be made by the relevant DESE(s) or APVCE (as agreed by Faculty) as to whether or not they are deemed to be absolutely essential. If approved, these amendments should be progressed to the PDQE team who will review/publish in the usual way. Any queries or requests for additional guidance on this should be directed to the relevant PDQE team.