

Module Amendment Process and Deadlines 2025/26

Guidance Note for Faculties

This document provides an overview of the University's processes and timings for module amendments, withdrawals/interruptions and the implementation of new modules to be delivered in the 2025/26 academic year.

If you have any queries or need help with any of the information in this document, please contact your Faculty Programme Design and Quality Enhancement 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

In summary:

- The deadlines stated below are intended to ensure that modules included in the **Online Module Selection** process in March 2025 are accurate at the point students make their choices. The dates align with the TQA Manual **Approval and Revision of Taught Modules and Programmes Handbook** (see [Chapter 5](#)).
- Meeting the deadlines assists all stakeholders in completing the necessary preparatory work for the 2025/26 academic year.
- Guidance on how to submit module amendments, how to request a module is withdrawn/interrupted and how to create a new module can be found below the deadlines table.
- Certain types of module amendments, withdrawals/interruptions or the implementation of new modules (e.g. module name changes, changes to credit values, addition of new compulsory modules etc.) **may** require the completion of a programme amendment process. Please consult with your Faculty PDQE team for guidance on the application of the University programme amendment policy in [Chapter 5](#) of the TQA Manual.
 - Minor and moderate programme amendments should be completed by the **31st January 2025** for undergraduate programmes and **14th March 2025** for postgraduate programmes.

Deadlines*:

Activity	Deadline	Notes
UG 2/3/4 - Module amendment and new module set up	Friday 21st February 2025	<p>This is the date by which all UG 2/3/4 module amendments must be</p> <ul style="list-style-type: none"> a) submitted via the Module Amendment Site b) approved by DESEs c) progressed to the PDQE Team for review/publication <p><i>New modules should be submitted by the same date. Please refer to your Faculty PDQE team for guidance.</i></p>
UG 2/3/4 – Module withdrawal	Friday 28 th February 2025	<p>This is the date by which all UG 2/3/4 module withdrawals must be</p> <ul style="list-style-type: none"> a) submitted via the Change of Status Form b) progressed to the PDQE Team for review, approval and processing
UG 1/PGT – Module amendment and new module set up	Friday 18 th April 2025	<p>This is the date by which all UG1 and PGT module amendments must be</p> <ul style="list-style-type: none"> a) submitted via the Module Amendment Site b) approved by DESEs c) progressed to the PDQE Team for review/publication <p><i>New modules should be submitted by the same date. Please refer to your Faculty PDQE team for guidance.</i></p>
UG 1/PGT – Module withdrawal	Friday 25 th April 2025	<p>This is the date by which all UG1 and PGT module withdrawals must be</p> <ul style="list-style-type: none"> a) submitted via the Change of Status Form b) progressed to the PDQE Team for review, approval and processing

***Please note:** These deadlines are set to ensure the University meets its Competition and Market Authority (CMA) obligations. The submission of late amendments puts the University at risk of not complying with these requirements. It also impacts the work of key teams in providing students with accurate information at the appropriate times.

Faculty-specific deadlines: Faculties **may** choose to apply internal deadlines ahead of those detailed above. However, the University deadlines **must** still be met.

Module Amendment Guidance:

- 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

The module amendment site will be temporarily unavailable after the deadlines (specific dates are listed below). We anticipate a high volume of amendments—last year, around 1,000 were submitted between October 2023 and April 2024. This downtime is necessary to give all teams involved adequate time to review, approve, and process the activity. Please note that no new submissions can be made during these periods.

- **Monday 24th February 2025 – Friday 14th March 2025**
- **Monday 21st April 2025 - Monday 12th May 2025**

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 your Faculty PDQE team.

New module Approval Guidance:

- All new modules must be submitted directly to your Faculty PDQE team. You should contact the Team for guidance on this process.

Module withdrawal/interruptions Guidance:

- All module withdrawals/interruptions **must** be submitted via the [Change of Status Form](#)
- Submitting a withdrawal or interruption will trigger a review by your faculty's PDQE team who will then obtain the necessary approvals.
- Module withdrawals/interruptions may require a programme amendment (e.g. withdrawal of compulsory credit). Your faculty PDQE team will be able confirm any additional actions to be taken.

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