University of Huddersfield
Registry and Academic Development
Quality Assurance and Enhancement

VALIDATION PRINCIPLES AND GUIDANCE

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Introduction

Validation of new courses and changes to existing courses are made in accordance with the University's *Regulations for Awards (Taught Courses)* and *Quality Assurance Procedures for Taught Courses*.

This document provides course teams, and other colleagues involved with validation, procedures for, and information and guidance on, preparing courses and modules for validation. The Course Lifecycle team manages the validation process for the university.

Please note that nothing will be advertised until it has completed the validation cycle. This includes new courses, intakes, modes of attendance, award changes and course title changes. Completion of validation means confirmation of approval of conditions by the chair of the University Validation Panel (on behalf of University Teaching and Learning Committee (UTLC)), completion of any Competition and Markets Authority (CMA) approval processes and completion of any course setup activities.

Appendix 1 contains details of the **course** validation processes required for the specific type of change proposed, based on which part of the course specification the change relates to.

Appendix 2 contains details of the **module** validation processes required for the specific type of change proposed, based on which part of the module specification the change relates to.

The following flowchart (from Section B of the *QA Procedures*) presents an overview of the different types of validation event:
https://www.hud.ac.uk/media/policydocuments/regulations/AppendixB-1.docx

All course and module specifications are stored in the University's curriculum-management system, CourseLoop.[1] This system is also used to manage the validation process and to hold documents and other evidence relating to validation. All course and module specifications are available students, applicants, staff and the wider public via the Course and Module Catalogue. Course information is also held in the student information system (ASIS). Completion of ASIS updates is a key aspect of making the validation live.

[1] At the time of writing, course and module specifications for provision containing no academic credit (non-credit) is not directly held in CourseLoop.

Student recruitment timeline

For **new** provision, validation should be completed in time for inclusion in the printed University prospectus and to align with the recruitment cycle for the course type, in order to maximise recruitment. This may be up to 2½ years before the provision is delivered. Course information is also published online on Course Finder (this is populated from information in the IPP screen in ASIS):

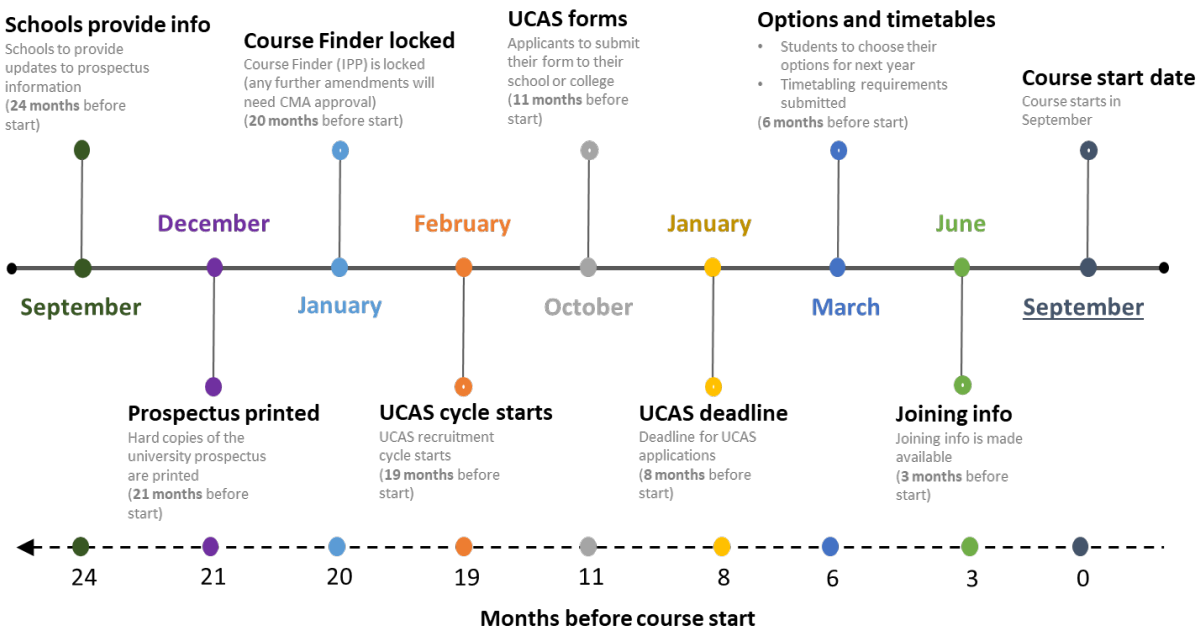
Undergraduate courses (September starts):

- The UCAS recruitment cycle starts in the February, around 19 months before the course is due to start, with applicants often submitting their choices to their school or college around October to meet the UCAS closing deadline in January
- The prospectus goes to print in December each year (21 months in advance of the expected intake), with Schools providing amendments and updates in the September before publication
- Joining information (which includes course information) is made available to September students in June (3 months before) (and for other intakes approximately 1 month before the expected start date)
- The normal turnaround time for a new course to be set up is 5 weeks following the approval of conditions

Postgraduate courses (September starts):

- Course Finder goes live at the same time as for undergraduate courses. The postgraduate prospectus goes to print in August of the year before the planned year of entry (13 months before the start date).
- The normal turnaround time for a new course to be set up is 5 weeks following the approval of conditions

The diagram below shows a timeline for course recruitment (September start):



For example, for a start date of September 2026:

Action	Date
School to provide prospectus info	September 2024
Prospectus print	December 2024
Course Finder locked	January 2025
UCAS cycle starts	February 2025
UCAS forms submitted	October 2025
UCAS deadline	January 2026
Students to submit options for next year	March 2026
School to submit timetabling requirements	March 2026
Joining info published	June 2026
Start date	**September 2026**

A calculator for determining recruitment timelines for different start dates is at Course approval timeline calculator.xlsx.

If you do identify a new opportunity after the cut-off date for inclusion in the prospectus, then the course can be added to Course Finder, provided the course is validated **prior** to the first UCAS fair for the relevant recruitment cycle (March-June). You will need to provide, as part of your marketing statement, a reason for wanting to recruit outside of the normal recruitment cycle.

For **existing** provision, validation should be completed in time to align with the recruitment cycle above, and the following:

- Students choosing their optional modules choices (March)
- Timetabling requirements (Feb-March)
- Course setup processes (5 weeks once conditions are met)
- CMA approvals
- Any deadline dates for sign-off set by school and/or university committees

Competition and Markets Authority (CMA)

CMA requirements are based around the University's contract with the applicant and student. The contract information is the detail available on Course Finder, plus the information on the regulations, fees and other policies and procedures, which is sent to applicants when they receive an offer (the 'PDF' on the MyContract website), and which they will accept (together with any interim changes) on enrolment (in PDF via the MyContract website).

Further details on the CMA requirements can be found in the CMA Guidance Document.

Note that CMA approval will be required to make any changes to information on Course Finder, once it has been locked (in January).

The course specification (and supporting documents), module specification(s), course handbook and module handbook are not part of the contract. These documents contain a statement in the document header to state that they are not part of the student contract.

All validations to **existing** provision must consider the following as a matter of course:

- the impact of the proposed changes on the information published in Course Finder
- the date on which the changes will be effective
- the rationale for that timescale
- the written agreement of all current students where the proposed changes would result in a change to the information published on Course Finder

Course Teams must contact current students to explain the proposed changes and confirm their agreement in writing to the change, in order for it to be applied, as part of the CMA process, irrespective of whether that change has been agreed by a validation panel.

The validation schedule

The Course Lifecycle team, which is part of Quality Assurance and Enhancement, maintains a university Validation Schedule.

A downloadable report from CourseLoop is available at: https://courseloop.hud.ac.uk/sys_report_template.do?jvar_report_id=94a1d1aac3f3ce503ce238ff05013163

This serves a number of purposes, including confirmation of the validation event type, the progress of validation events and confirmation of sign-off of conditions and recommendations. In addition, the schedule ensures that UTLC maintains oversight at an institutional level of both new course approvals and changes to existing courses (both within a single year and across a range of years).

The validation schedule contains the following detail relating to course validations:

- New courses
- Changes to delivery arrangements (e.g. mode of attendance (FT/PT), start date, new or additional intakes, delivery location, course duration)
- Changes to course title
- Changes to award type (e.g. BA to BSc, MSc to MA, etc.)
- Changes to overall course aims and/or learning outcomes
- Changes to course structure (e.g. addition or removal of placement year, removal and replacement of modules, changes to module credit ratings (merging/splitting), changes to pre-requisite modules (due to impact on progression), changes to progression criteria (particularly where more stringent than the University *Regulations for Awards*), etc.)
- Changes to delivery pattern or learning hours (e.g. which change how students engage with staff: introduction of evening/weekend or block teaching, changes to how learning hours are split, such as replacement of labs with lectures, etc.)
- Introduction of distance-learning mode of delivery

The validation schedule is the overarching university record of proposed and completed activities and does not change the nature of academic engagement and discussion of changes required at the designated validation type (e.g. Tier 1, Tier 2).

The Validation Schedule operates two years in advance of the proposed course start date, which is to support the recruitment cycle and enable courses to be included in the prospectus (published every December), around 18 months in advance of the start date. Schools provide information for the prospectus in September, with a November deadline.

For example, for courses with a 2026/27 start date, validation would normally be held in 2024/25. The Course Lifecycle team works closely with schools to ensure that course developments are planned with an appropriate lead time.

However, the University recognises the need to remain responsive and flexible, as far as possible, to the various opportunities and demands as they arise in relation to

course validation. Schools making proposals at a later stage should be mindful of the potential impact on the recruitment cycle and student numbers on the initial intake.

The Course Lifecycle team maintains a validation schedule in Planner, which is a working document for managing and organising validation events. The Planner is available at: https://planner.cloud.microsoft/webui/plan/cOUB-BQ3C0KDIB5-KmL53JYAHuhl/view/board?tid=b52e9fda-0691-4585-bdfc-5ccae1ce1890

Validation timelines, event assignment and reporting

An indicative timeline for the preparation of proposed items for validation and deadlines for changes to courses and modules is detailed below.

While the aim is to capture as much detail as possible in the snapshot of the validation schedule considered by UTLC, the Committee recognises that there will be late additions for a number of reasons and that the indicative timeline is not intended to restrict or inhibit these additions.

Where the School identifies additional items for the validation schedule, colleagues should contact the Course Lifecycle team with details of the proposed changes so that proposals can be set up, event types assigned, and additions made to the validation schedule.

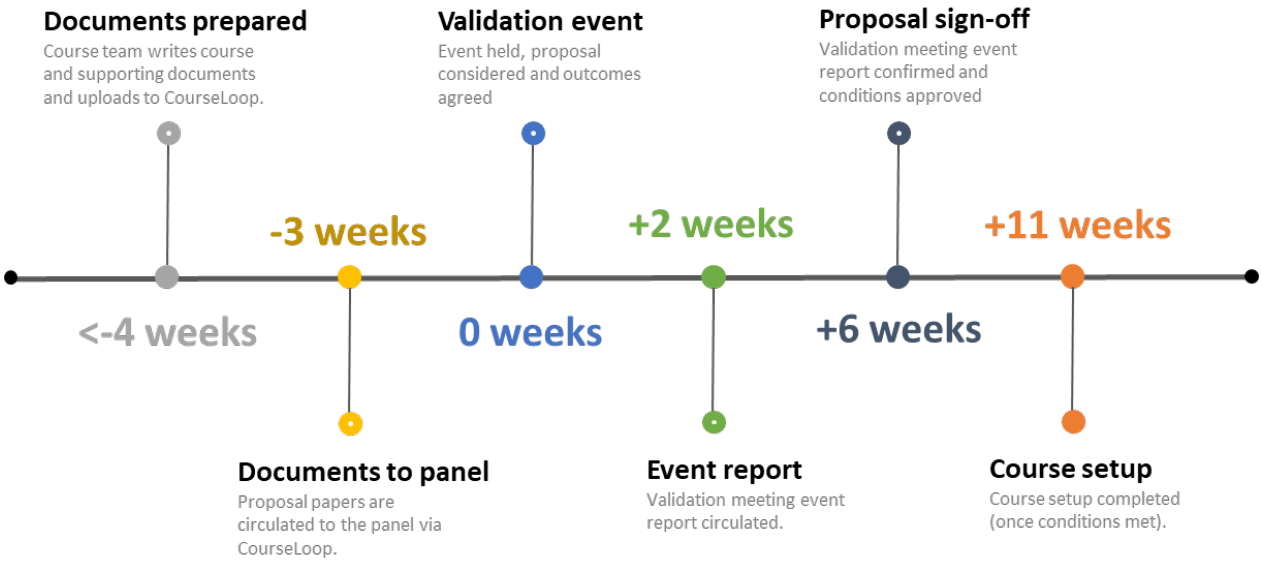
The validation process will conclude with the setting up of new courses (or changes to courses) on various university systems (e.g. ASIS) and colleagues should notify key stakeholders, such as Course Publications, Timetabling and Course Administration as early as possible in the process, so that they can manage their workloads.

Indicative timeline

The timeline for validation will depend on the type of event assigned (e.g. Tier 1, Tier 2, etc.) and whether it is a one- or a two-stage process. Further guidance (from Section B of the *QA Procedures*) is available at: https://www.hud.ac.uk/media/policydocuments/regulations/APPENDIXCValidationandRecruitmenttimeline.docx

Once an event type has been assigned, add the details to the Current Validations List (for all changes, including chair's actions) and the Course Lifecycle Validation Schedule Planner document (not for chair's actions or very minor changes). Ensure that the Course Publications team is tagged in the Planner so that colleagues are aware of activities that would need courses to be set up. Also ensure that a task is assigned in CourseLoop for Anna Powell, Senior Registry Officer (Curriculum Management), to check the proposal timeline in terms of the course setup requirements.

A simple timeline is as follows. From initial consideration to sign-off by a panel chair is normally a minimum of 15 weeks:



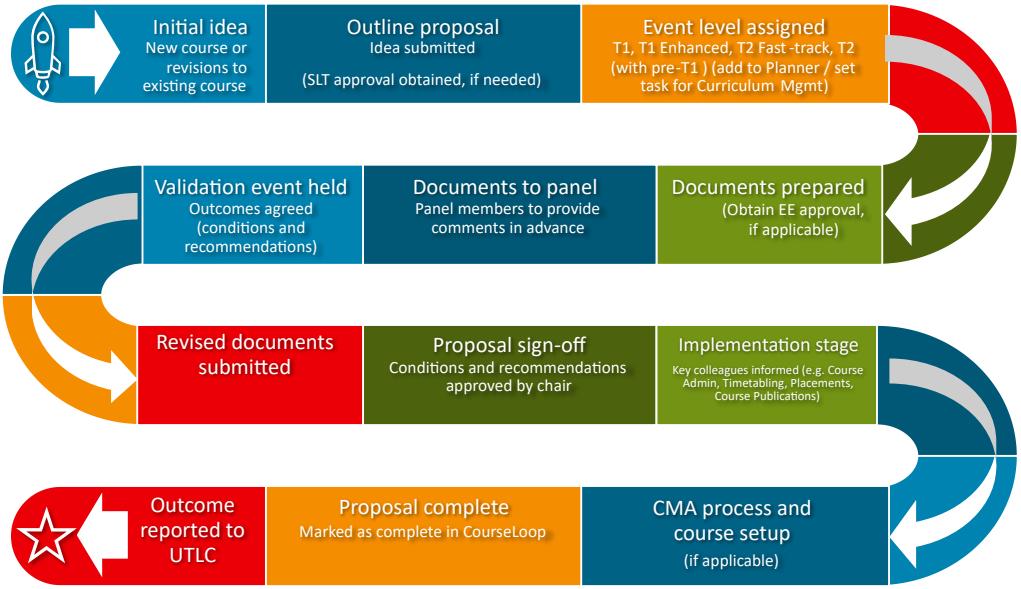
Validation event assignment and process

The Course Lifecyle team will assign a validation event type, based on the information provided in the Outline Proposal in CourseLoop.

As a general rule, the following will normally apply (but specific circumstances may mean a different level of event is assigned):

Type of development	**Event type**
New course in a new curriculum area	Tier 1 and Tier 2
New course in an existing curriculum area	Tier 1 and Tier 2 (or Tier 2 Fast-track)
New course derived wholly derived from existing modules	Tier 2 Fast-track or Tier 1 Enhanced
New short course	Tier 1 Enhanced
New non-credit course	Tier 1 Enhanced (or Tier 1)
Structural changes to existing courses	Tier 1 (≤ one-third) or Tier 2 Fast-track (≥ one-third) (or Tier 1 and Tier 2 if particularly complex)
Other minor course changes	Tier 1 (or chair's action)
Changes to module offerings	Tier 1 (or Tier 1 Enhanced)
Other minor module changes	Tier 1 (or chair's action)

The following process will apply:



Reporting outcomes of validation

UTLC has delegated authority to the chair of the University Validation Panel for approval of the proposal, based on confirmation that all conditions and requirements have been met in full. Once the chair has signed off the proposal, all relevant parties will be notified that the proposal is approved and validation is complete.

All finalised validations recorded on the validation schedule will be noted by UTLC and confirmed validation reports, together with confirmation that conditions have been met, will be received by UTLC. Any changes that involve student consent will be managed through the CMA process.

Changes to staffing

Course teams change from time to time, either through planned or unplanned activities, and schools need to have appropriate mechanisms in place to manage these staff changes to ensure there is no adverse effect on the student experience, including relevant communication and support plans for students.

Appendix 1 - Changes to course specifications

This appendix shows the method of validation normally required for changes to individual sections within the course specification stored on CourseLoop. The validation requirement relates to a change to that single section only. If changes are proposed to multiple sections of the course specification, all of the proposed changes should be notified to the Course Lifecycle team via the Outline Proposal in CourseLoop, so that all proposed changes can be considered together, for setting an appropriate event level and adding to the validation schedule. This may result in a higher Tier of validation than for a single change only.

In all cases, colleagues should be mindful that changes may affect the information included in the prospectus and Course Finder and therefore may be additionally subject to CMA approval, once validation conditions have been met and the appropriate approvals confirmed. Some changes may also require the Course Publications team to make changes to the course record in ASIS. The Course Publications team should be notified as soon as possible of any activities involving course setup (see Indicative timeline above).

Please note that the editorial function can be used within CourseLoop to correct errors in data input or if there is data missing. Editorial changes must not be used for making changes to courses in the categories below, except where explicitly stated.

Section	Type of change	Normally validated by	Notes	CMA notes
Item code	Do not change this section	N/A	N/A	N/A
Final award	Change from one award type to another (e.g. BA to BSc)	• Tier 1	• External examiner endorsement required • A new course will need to be set up in CourseLoop • Replace/amend course PSF needed • An additional course record will be required in ASIS • See also Course type below	• Student consent will be needed if changing the award type for current students • CMA will be required for changing Course Finder
Course title	Change to course title	• Tier 1	• External examiner endorsement required	• Student consent will be needed if changing

Section	Type of change	Normally validated by	Notes	CMA notes
			• A new course will need to be set up in CourseLoop • Replace/amend course PSF needed • An additional course record will be required in ASIS	the award type for current students • CMA will be required for changing Course Finder
Exit award(s)	Change to exit award(s)	• Tier 1	• External examiner endorsement required	
Version valid from date (course)	This should be updated every time the course is updated (e.g. 1 September 20xx) and it should normally align with the version date (e.g. 2025.0x is valid from 1 September 2025)	N/A	N/A	N/A
Version valid to date (course)	This is optional but can be added if the course is only valid for a specific time (e.g. 31 August 20xx)	N/A	N/A	N/A
School	Change of school to another (assuming that the change is as a result of discussions elsewhere)	• Chair's action	• ASIS school code will need to be updated	• CMA will be required for changing Course Finder
Department	Change of department (assuming the change is as a result of discussions elsewhere)	• Chair's action	• ASIS department code will need to be updated	
Lead subject area	Change of lead subject area (assuming the change	• Chair's action		

Section	Type of change	Normally validated by	Notes	CMA notes
	is as a result of discussions elsewhere)			
School grouping	Change of school grouping (assuming the change is as a result of discussions elsewhere)	• Chair's action		
Course type	This section is hard-coded and cannot be changed. A new course will need to be set up for any required changes (e.g. from undergraduate to postgraduate)	N/A	N/A	N/A
Course sub-type	This section is hard-coded and cannot be changed. A new course will need to be set up for any required changes	N/A	N/A	N/A
Teaching responsibility	Change of shared teaching between schools (assuming that the change is as a result of discussions elsewhere)	• Tier 1	• ASIS school code will need to be updated	• CMA will be required for changing Course Finder
Total teaching responsibility (%)	This section is hard-coded and cannot be changed (but needs to add up to 100%)	N/A	N/A	N/A
Professional, statutory and	Addition of or change to a PSRB (accreditation	• Chair's action	• PSRB reporting to UTLC	• CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
regulatory bodies	received) (no change to course content needed)			
Professional, statutory and regulatory bodies	Addition of or change to a PSRB (accreditation received) (change to content as a result of a PSRB condition)	• Dependent on what other changes there are to content	• PSRB reporting to UTLC	• CMA will be required for changing Course Finder
Professional, statutory and regulatory bodies	Loss of PSRB accreditation	• Chair's action	• Discussion of management strategy through STLC or other appropriate forum • PSRB reporting to UTLC	• CMA will be required for changing Course Finder
Professional, statutory and regulatory bodies	Change of PSRB name (no change to course content needed)	• Dependent on what other changes there are to content	• PSRB reporting to UTLC	• CMA will be required for changing Course Finder
Professional, statutory and regulatory bodies	Changes to mapping documents and/or appendices	• Chair's action	• New mapping documents will need to be uploaded to the 'Attachments' area	
Subject benchmark statement	New benchmark (no change to course content needed)	• Chair's action	• New mapping documents will need to be uploaded to the 'Attachments' area	
Subject benchmark statement	New benchmark (changes to course content needed)	• Dependent on what other changes there are to content	• New mapping documents will need to be uploaded to the 'Attachments' area	
HECoS codes	Changes to HECoS codes	• N/A	• Need to discuss with Curriculum Management	

Section	Type of change	Normally validated by	Notes	CMA notes
			team first as may have an impact on fees and funding • ASIS course record will need to be updated • Course Lifecycle team to change in CourseLoop by editorial	
Course offerings	Addition or removal of mode of study	• Tier 1	• Replace/amend course PSF needed • ASIS course record will need to be updated • Exit strategy will be needed if removing a mode of study and there are students enrolled • Timetabling will need to be informed	• CMA will be required for changing Course Finder
Course offerings	Addition or removal or a course occurrence	• Tier 1	• New occurrence PSF needed • ASIS course record will need to be updated • Exit strategy will be needed if removing an occurrence and there are students enrolled • Timetabling will need to be informed	• CMA will be required for changing Course Finder
Course offerings	Change of location of delivery (no change to course content needed)	• Tier 1	• Replace/amend course PSF needed	• CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
			• ASIS course record will need to be updated • SCCP approval required for addition or removal of partner (Reviews and Partnerships team needs to be informed)	
Course offerings	Changes to the "Are direct applications needed?" section	• Chair's action	• Replace/amend course PSF needed • ASIS course record will need to be updated	• CMA will be required for changing Course Finder
Course offerings	Changes to the mode of delivery or addition of mode of delivery (e.g. adding DL)	• Tier 1	• Replace/amend course PSF needed or New course PSF if an additional course is needed (e.g. DL alongside standard delivery) • ASIS course record will need to be updated or additional course record if running in parallel • Exit strategy will be needed if removing a mode of delivery and there are students enrolled • Timetabling may need to be informed	• CMA will be required for changing Course Finder
Course offerings	Changes to student types	• Chair's action	• Replace/amend course PSF needed	• CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
			• ASIS course record will need to be updated • International Office will need to be informed	
Course offerings	Changes to the course length (and unit)	• Tier 1	• Replace/amend course PSF needed • ASIS course record will need to be updated • External examiner endorsement required • Timetabling will need to be informed • International Office may need to be informed	• Student consent will be needed if changing the course length for current students • CMA will be required for changing Course Finder
Course offerings	Changes to the CAM model	• Chair's action	• ASIS course record will need to be updated • Timetabling may need to be informed (as could affect resit exams) • International Office may need to be informed (as could affect a student's visa)	
Teaching institution *(normally the University, but maybe another organisation if the course is*	For the addition of a new teaching institution	• Tier 1	• SCCP approval required for addition of partner (Reviews and Partnerships team needs to be informed) • Course changes will need submission of an Outline Proposal, and validation,	

Section	Type of change	Normally validated by	Notes	CMA notes
collaborative provision (CP))			depending on what other changes there are to content	
Teaching institution	For the removal of a teaching institution	• Tier 1	• SCCP approval required for removal of partner (Reviews and Partnerships team needs to be informed)	
Educational aims of the course	Changes to the course aims	• Tier 1	• External examiner endorsement required • May need a higher Tier of validation, depending on what other changes there are to content	
Learning outcomes	Addition or removal of course learning outcomes, or updates to wording or restructuring of existing learning outcomes, or changes to the CLO-to-module mapping	• Tier 1	• External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes to the LOs, how these affect the module-to-CLO mapping and if there are any resulting changes to content	
Structure	Changes to modules identified within the "Placements (visa compliance)" section	• Chair's action	• International Office and Placements team will need to be informed	
Structure	Addition or removal of <u>core or compulsory modules</u> from the structure	• Tier 1 (for up to 120 credits or one-third) • Tier 1 Enhanced (more than 120	• New module(s) will need to be set up in CourseLoop and ASIS and old modules discontinued	• Student consent will be needed if changing core or compulsory modules for current students

Section	Type of change	Normally validated by	Notes	CMA notes
		credits or one-third)	• Student study planner and CLO-to-module mapping will need to be updated • Assessment schedule will need to be updated • External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course	• CMA will be required for changing Course Finder
Structure	Addition or removal of optional modules from the structure	• Tier 1 (for up to 120 credits or one-third)	• New module(s) will need to be set up in CourseLoop and ASIS and old modules discontinued • Student study planner and CLO-to-module mapping will need to be updated • Assessment schedule will need to be updated • External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course	• Student consent will be needed if removing optionality within course for current students • CMA will be required for changing Course Finder
Structure	Change of module type (e.g. core to optional)	• Tier 1 (for up to 120 credits or one-third)	• New module(s) will need to be set up in CourseLoop and	• Student consent will be needed if changing core or compulsory

Section	Type of change	Normally validated by	Notes	CMA notes
		• Tier 1 Enhanced (more than 120 credits or one-third)	ASIS and old modules discontinued • Student study planner and CLO-to-module mapping will need to be updated • Assessment schedule will need to be updated • External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course	modules for current students • CMA will be required for changing Course Finder
Structure	Changes to the course structure and module credit ratings (no change to course content needed)	• Tier 1 (for up to 120 credits or one-third) • Tier 1 Enhanced (more than 120 credits or one-third)	• New module(s) will need to be set up in CourseLoop and ASIS and old modules discontinued • Student study planner and CLO-to-module mapping will need to be updated • Assessment schedule will need to be updated • External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course	• Student consent will be needed if changing core or compulsory modules for current students • CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
Structure	Changes to the course structure and module credit ratings (changes to course content needed)	• Tier 1 Enhanced (for up to 120 credits or one-third) • Tier 2 Fast-track (more than 120 credits or one-third)	• New module(s) will need to be set up in CourseLoop and ASIS and old modules discontinued • Student study planner and CLO-to-module mapping will need to be updated • Assessment schedule will need to be updated • External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course	• Student consent will be needed if changing core or compulsory modules for current students • CMA will be required for changing Course Finder
Structure	Removal or addition of placement year or option, or change of status of placement (e.g. from optional to core or marks to be included as part of final classification)	• Tier 1	• Placement modules may need to be set up in CourseLoop and ASIS • Student study planner and CLO-to-module mapping will need to be updated • Assessment schedule will need to be updated • External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course	• Student consent will be needed if removing a placement year or option for current students • CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
			• Placements team will need to be informed	
Structure	Change to the student study planner	• Tier 1	• Assessment schedule may need to be updated • External examiner endorsement required • Placements team may need to be informed • Timetabling team may need to be informed, i.e. if modules are changing to different terms • Module specification offerings may need to be changed • ASIS course record may need to be updated • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course	
Course structure description	Change to the text that describes the course structure in more detail	• Chair's action	• May need a higher Tier of validation, depending on the extent of changes within the context of the overall course	• CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
Teaching, learning and assessment	Changes to the teaching, learning and assessment description	• Tier 1	• External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course • New mapping documents (e.g. PDP mapping) may need to be uploaded to the 'Attachments' area	• CMA will be required for changing the Teaching and Assessment section in Course Finder
Support for students and their learning	Changes to the "Support for Students and their Learning – School" section	• Chair's action		
Support for students and their learning	Changes to the "Support for Students and their Learning – Course-specific" section	• Chair's action		
Methods for evaluating and improving quality and standards	Changes or updates to the "Methods for Evaluating and Improving the Quality and Standards of Teaching and Learning" section	• Chair's action		
Regulation of assessment	Changes to the "Regulation of assessment standard text" section	• Tier 1	• External examiner endorsement required • Discussion of rationale required	• Student consent will be needed if assessment regulations for current students • CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
Regulation of assessment	Changes to the "Exemption to regulations" section	• Tier 1	• External examiner endorsement required • Discussion of rationale required • Approval of any changes to existing exemption from the regulations will be needed from PVC (Teaching and Learning)	• Student consent will be needed if assessment regulations for current students • CMA will be required for changing Course Finder
Indicators of quality and standards	Changes to the "Indicators of quality and standards" section	• Chair's action		
Entry requirements	Changes to the Criteria for admission, as published on Course Finder	• CMA process	• Change the criteria for admission in CourseLoop by editorial once the CMA has been approved	• CMA will be required for changing Course Finder
Standards mapping	Changes to the HGA mapping	• Chair's action		
Course contacts	Change to the external examiner	• External examiner appointment process	• Reviews and Partnerships team to change external examiner details in CourseLoop by editorial once the appointment has been approved	
Course contacts	Change to the course leader	• Course leader approval process	• Course Lifecycle team to change in CourseLoop by editorial • Report to Tier 1 meeting	

Section	Type of change	Normally validated by	Notes	CMA notes
ASIS codes	Changes to the ASIS codes	N/A	• Course Lifecycle team to change in CourseLoop by editorial	N/A

Appendix 2 - Changes to module specifications

This appendix shows the method of validation normally required for changes to individual sections within the module specification stored on CourseLoop. The validation requirement relates to a change to that single section only. If changes are proposed to multiple sections of the module specification, all of the proposed changes should be notified to the Course Lifecycle team via the Outline Proposal in CourseLoop, so that all proposed changes can be considered together, for setting an appropriate event level and adding to the validation schedule. This may result in a higher Tier of validation than for a single change only.

In all cases, colleagues should be mindful that changes may affect the information included in the prospectus and Course Finder and therefore may be additionally subject to CMA approval, once validation conditions have been met and the appropriate approvals confirmed.

For any changes to modules (i.e. creation of a new version in CourseLoop), the course structure and the student study planner in the course specification of any courses containing that module must be updated to include the new version. The "Related Items" section of the module specification will show the courses that module is part of the structure of. Course appendices (e.g. PSRB mapping or assessment schedule) may also need to be updated and uploaded to the proposal's Attachments area.

Please note that the editorial function can be used within CourseLoop to correct errors in data input or if there is data missing. Editorial changes must not be used for making changes to courses in the categories below, except where explicitly stated.

Section	Type of change	Normally validated by	Notes	CMA notes
Module code	Do not change this section		• A new module will need to be created and the old module retained • Course structure and study planner updated • See Appendix 1 above and sections on the course structure	

Section	Type of change	Normally validated by	Notes	CMA notes
Module title	Change to module title (no change to course content needed)	• Tier 1	• External examiner endorsement required • A new module will need to be set up in CourseLoop and ASIS • See Appendix 1 above and sections on the course structure	• Student consent will be needed if changing core or compulsory modules for current students • CMA will be required for changing Course Finder
Module title	Change to module title (changes to course content needed)	• Tier 1	• External examiner endorsement required • A new module will need to be set up in CourseLoop and ASIS • See Appendix 1 above and sections on the course structure	• Student consent will be needed if changing core or compulsory modules for current students • CMA will be required for changing Course Finder
Module type	This section is hard-coded and cannot be changed. A new module will need to be set up for any required changes (e.g. from module to short course)			
Lead school	Change of school to another (assuming that the change is as a result of discussions elsewhere)	• Chair's action	• A new module will need to be set up in CourseLoop with a new code • ASIS school code will need to be updated	• CMA will be required for changing Course Finder
Lead department	Change of department to another (assuming that the	• Chair's action	• ASIS department code will need to be updated	

Section	Type of change	Normally validated by	Notes	CMA notes
	change is as a result of discussions elsewhere)			
Lead subject area	Change of subject area to another (assuming that the change is as a result of discussions elsewhere)	• Chair's action		
Teaching responsibility	Change of shared teaching between schools (assuming that the change is as a result of discussions elsewhere)	• Tier 1	• ASIS school code will need to be updated	• CMA will be required for changing Course Finder
Total teaching responsibility (%)	This section is hard-coded and cannot be changed (but needs to add up to 100%)	N/A	N/A	N/A
Version valid from date	This should be updated every time the course is updated (e.g. 1 September 20xx) and it should normally align with the version date (e.g. 2025.0x is valid from 1 September 2025)	N/A	N/A	N/A
Version valid to date	This is optional and can be added if the module is only valid for a specific time (e.g. 31 August 20xx)	N/A	N/A	N/A
Module tags	Changes to specific information about a module	• Chair's action	• A new module may need to be created and the old module retained	• CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
	(e.g. if it is a DL, placement or language module)		• Course structure and study planner updated if there is a new module • See Appendix 1 above and sections on the course structure	
Credit value	Change to the module's credit value	• Tier 1	• External examiner endorsement required • A new module will need to be set up in CourseLoop and ASIS • See Appendix 1 above and sections on the course structure, as a change would have an impact on other modules and student progression	• Student consent will be needed if changing core or compulsory modules for current students • CMA will be required for changing Course Finder
Level (including FHEQ)	Change to the module's level (e.g. I to H)	• Tier 1	• External examiner endorsement required • A new module will need to be set up in CourseLoop and ASIS • See Appendix 1 above and sections on the course structure, as a change would have an impact on other modules and student progression	• Student consent will be needed if changing core or compulsory modules for current students • CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
Shared teaching	Change of detail relating to shared teaching with other modules	• Tier 1	• External examiner endorsement required • Timetabling will need to be informed (if cohorts are to be taught together or separately)	• CMA will be required for changing the Teaching and Assessment section in Course Finder
Graded or non-graded	Change to whether or not a module is graded	• Tier 1	• External examiner endorsement required	• CMA will be required for changing the Teaching and Assessment section in Course Finder
HECoS codes	Changes to HECoS codes	• Chair's action	• Need to discuss with Planning team first as may have an impact on fees and funding	•
Learning methods	Change in allocation of hours across the different learning methods (N.B. distance-learning should be Guided Independent Study only)	• Tier 1	• External examiner endorsement required • Timetabling will need to be informed • May also need to update course specifications for which the module is part of the course structure • Check that changes align with the Synopsis and Learning Strategy.	• CMA will be required for changing the Teaching and Assessment section in Course Finder, specifically the % contact time with staff
Learning methods	The "Total hours" section is hard-coded and cannot be changed (but needs to add			

Section	Type of change	Normally validated by	Notes	CMA notes
	up to 10x the credit value, e.g. 20 credits = 200 hours)			
Requirements	Changes to the "Requisites" section, including pre-requisites, co-requisites, barred combinations and recommended prior study	• Tier 1	• External examiner endorsement required • See Appendix 1 above and sections on the course structure, as a change may have an impact on other modules and student progression	• CMA will be required for changing the Teaching and Assessment section in Course Finder
Professional bodies	Changes to the "Professional, Statutory and Regulatory Bodies" section	• Chair's action	• See Appendix 1 above and sections on PSRBs, as a change may have an impact on other modules and student progression	• CMA will be required for changing Course Finder
Synopsis	Change to the module synopsis	• Tier 1	• External examiner endorsement required • Check that changes align with the module Outline Syllabus, Learning Strategy and Learning Outcomes • Consider whether the synopsis affects the overall course aims and outcomes • Any synopsis change must be reviewed by the Marketing team via a task in CourseLoop	• Student consent will be needed if changing core or compulsory modules for current students • CMA will be required for changing Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
Learning strategy	Changes to the learning strategy	• Tier 1	• External examiner endorsement required • Check that changes align with the Synopsis, Outline Syllabus and Learning Methods.	• CMA will be required for changing the Teaching and Assessment section in Course Finder
Outline Syllabus	Changes to the module outline syllabus	• Tier 1	• External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course • Check that changes align with the Synopsis, Learning Strategy and Learning Outcomes	
Learning outcomes	Changes to LOs, e.g. addition or removal or changes to wording	• Tier 1	• External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course • Check that changes align with the Synopsis, Learning Strategy and Outline Syllabus • All LOs should contain the prefix “be able to…”	

Section	Type of change	Normally validated by	Notes	CMA notes
			• See Appendix 1 above and sections on course LOs, as a change may have an impact on course LOs	
Assessments	Changes to the "Assessment strategy – formative" section	• Tier 1 / Chair's action	• External examiner endorsement required • Ensure there is a link between the formative and summative assessments in order to ensure students are prepared	
Assessments	Changes to the "Assessment strategy – summative" section, including assessment type, weighting, description, length/duration and whether it is individually or group assessed	• Tier 1	• External examiner endorsement required • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course • Assessment schedule will need to be updated • Mapping of assessments to module LOs will need to be updated	• CMA will be required for changing the Teaching and Assessment section in Course Finder
Assessments	The "Sum of assessment weighting" section is hard-coded and cannot be changed (100%)			
Assessments	Changes to the "Assessment criteria" section, including requirements to pass all	• Tier 1	• May need a higher Tier of validation, depending on the	• CMA will be required for changing the Teaching and

Section	Type of change	Normally validated by	Notes	CMA notes
	assessments or setting out a minimum pass mark		extent of changes within the context of the overall course • See Appendix 1 above and sections on PSRBs and Regulations of assessment, as a change may have an impact	Assessment section in Course Finder
Module offerings	Changes to module occurrences, including terms delivered in, location of delivery and when a delivery commences	• Tier 1 (for a module within a course) • Tier 1 Enhanced (for a standalone short course)	• Timetabling will need to be informed • ASIS record will need to be updated • New occurrence PSF needed for short courses • Need to ensure that student study planners in courses containing the module accurately reflect the terms the module is offered in • Any additional module occurrences will potentially need additional staffing resources • May need a lower or higher Tier of validation, depending on the extent of changes within the context of the overall course (i.e. an additional occurrence of a short course	• Student consent will be needed if changing delivery location for current students • CMA will be required for changing the Teaching and Assessment section in Course Finder

Section	Type of change	Normally validated by	Notes	CMA notes
			• SCCP approval required for addition or removal of partner delivery location (Reviews and Partnerships team needs to be informed) • See Appendix 1 above and sections on Course offerings, as a change may have an impact	
Huddersfield Graduate Attributes (HGAs)	Changes to the HGA mapping	• Chair's action		
Learning resource requirements	Changes to reading lists, specialist resources or IT equipment	• Chair's action	• Significant changes will need prior discussion with Computing and Library Services and will need tasks in CourseLoop to be set • May need a higher Tier of validation, depending on the extent of changes within the context of the overall course • See Appendix 1 above and sections on Teaching, learning and assessment and Support for students and their learning	• CMA will be required for changing the Facilities section in Course Finder
Module contacts	Change to the module leader	• Module leader approval process	• Course Lifecycle team to change in CourseLoop by editorial	

Section	Type of change	Normally validated by	Notes	CMA notes
			• Report to Tier 1 meeting	
Module contacts	Change to the external examiner	• External examiner appointment process	• Reviews and Partnerships team to change external examiner details in CourseLoop by editorial once the appointment has been approved	