

Module and Programme Amendment Process and Timings

This document provides an overview of the proposed process and timings for amendments to modules being taught in the 2022/23 academic year. The deadlines ensure that modules included in the Online Module Selection process in March 2022 are up-to-date at the point students make their choices.

The deadline for PAAFs has been agreed in consultation with the Head of Admissions and Head of Marketing. Any PAAFs received after this date could result in additional legal/admissions/CMA issues, which may prevent approval being granted.

Deadlines:

Amendments to UG modules in years 2, 3 and 4 of a programme:	All UG 2/3/4 module amendments need to be fully submitted, approved and published through College processes by 28th February 2022.*
Amendments to UG modules in year 1 of a programme and PGT modules, and programme amendments requiring submission of a PAAF:	All UG 1 and PGT module amendments, and any PAAFS , must be submitted to Quality & Standards by 29th April 2022 .

**Colleges may have internal deadlines ahead of the 28th February to align with their Programme and Module Approval Group (PMAG) meetings. College Quality & Standards teams will provide further details to Colleges where this is the case.*

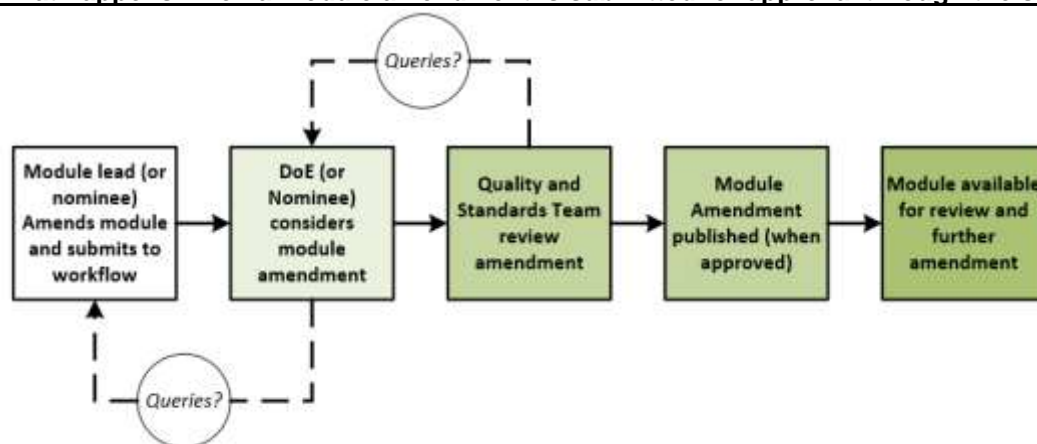
How to submit a module amendment:

All module amendments must be submitted via the [Module Amendment Site](#). Any programme amendments that require a PAAF should be submitted directly to the relevant Quality and Standards team via email.

Guidance on how to use the Module Amendment Site is provided on the site home page and copied below for ease:

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

What happens when a module amendment is submitted for approval through the site:



Queries:

If you have any queries or need help, please get in touch via your College Quality & Standards team email or the general Quality & Standards email qualityandstandards@exeter.ac.uk

*Quality & Standards
December 2021*