

Programme review – module amendment implementation year

In Courseloop we view the year of the programme version and the year of the module version slightly differently.

The programme year represents the year of entry of a student. On a multi-year programme, the programme structure should be updated to reflect changes approved during a student's time on the programme. So, a student joining a programme in 2022 should refer to the 2022 version of the programme, whilst a student joining in 2023 should refer to the 2023 version of the programme, and so on.

The module year reflects the year of delivery. That means the 2022 version reflects what was delivered in the 2022-23 academic year, the 2023 version reflects what will be delivered in the 2023-24 academic year and so on. For example, a student joining a 3-year undergraduate programme in 2022 will take the 2022 version of level 4 modules, the 2023 version of level 5 modules and the 2024 version of level 6 modules.

Programme reviews often lead to changes to individual modules as well as changes to the programme structure.

When proposing amendments to modules programme teams need to consider who will take the revised version of the module – will it be all students on the programme, including existing students who will be taking the module in a future academic year, or will the change be limited to new students joining the programme after the review?

Either is permissible, but they will require differing implementation years for the proposed amendment in Courseloop.

If the decision is to amend modules for all students, current and future then the implementation year should be set to the following academic year. However, if amendments are to apply to new students only, then the amendments must be rolled out one year at a time, as the new students progress through the programme – e.g., the implementation year for amendments to Level 4 modules will be 2023, Level 5 modules 2024 and Level 6 modules 2025, to reflect the year the new students will be taking them.

Questions for the programme team during programme review:

1. Is your programme duration more than one year?
2. Are you proposing changes to modules?
3. Do you want these changes to apply to existing students who are due to take these modules in a following academic year?

If the answer is yes to the second and third question, or you are changing modules for a programme of a duration of a year or less, the amendment implementation year should be the next academic year. If the answer to the third question is no, then there are several possible scenarios.

Scenario 1 – change for new students only (joining 2023) on full-time three-year programme

In this scenario, the programme team is proposing some changes to the assessment on level 5 and level 6 modules, but they want the students currently on levels 4 and 5 to take the old assessment pattern at level 5 and level 6. This means that in 2023 the level 5 modules should be as in 2022, and

