

## Module review policy

### Introduction

1. All modules are reviewed, as a minimum, on an annual basis. Where appropriate, they're updated to reflect changes within the subject area / financial services sector over the intervening period and to ensure that LIBF modules remain relevant and up to date.
2. The approach to module review is determined by the precepts set down in LIBF's Code of Practice, chapter 13 covering programme development, approval, monitoring, and review.
3. Administrative changes to module specifications may be sent to the Quality Coordinator, who'll update the master document accordingly and report changes to the Learning and Teaching Committee (LTC) for minuting.
4. Both major and minor changes to module specifications must be presented at LTC by the lecturers with prior support from the moderators, relevant Head of Programme, and the Student Engagement Coordinator.
5. Changes that don't impact on a programme may be approved by LTC. All other changes, or the accumulative effect of module changes that may impact on a programme, should be reviewed and endorsed by LTC before being forwarded to the Academic Board for approval.
6. The Academic Board may approve the proposed changes or may recommend that an early periodic programme review is undertaken for changes that would result in a substantially different programme from that originally approved.

### Parameters

7. This policy applies to higher education undergraduate and postgraduate modules and higher apprenticeships, and sets out the procedure for module specification updates.

### Principles

8. In the undertaking of the module review, LIBF is committed to the following principles

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- i. that in making amendments / updates to a module specification, consideration is given to the full range of stakeholder feedback, including students, via the module questionnaire and wider student feedback (module forums, student representatives), lecturer feedback, external examiner comments, and the annual monitoring process as appropriate
- ii. that the module review is undertaken in line with this policy and the guidelines set out in LIBF's Code of Practice chapter 13 on programme development, approval, monitoring, and review
- iii. that any amendments made to the module specifications are suitably communicated to existing students if applicable to their session of study
- iv. that the process is transparent with suitable oversight via LIBF's LTC and Academic Board
- v. that any proposed changes are considered in relation to the overarching programme(s), ensuring no unnecessary overlap
- vi. that it's appropriate for the level of study for that module.

## Practical application / provision

9. A four-stage process for the module review is set out below.

i. **Step 1: feedback gathering**

At the end of each module, the Dean sends the lecturer feedback form to the academics for their comments, including supporting rationale on recommended additions / deletions and / or amendments to the syllabus, learning outcomes, assessment, and learning materials.

ii. **Step 2: collation**

Responses are collated with further clarification sought as required. Feedback from students and other stakeholders, e.g., employers, is considered.

iii. **Step 3: discussion**

Proposed changes are discussed between the Lecturer, Moderator, relevant Head of Programme, and the Student Engagement Coordinator, and presented at LTC for approval, or endorsement with onward referral to Academic Board for approval.

iv. **Step 4: updates made**

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Amendments to the module specifications are made accordingly ahead of the next study session and communicated to the faculty and existing students, if applicable to their session of study. New module specifications are uploaded to LIBF's website and student study portal.

## Responsibilities

10. Responsibility for the process of module review lies with the Dean and LTC.
11. Responsibility for the reporting of proposed module changes to LIBF's LTC lies with the lecturers.
12. Responsibility for the 'version control' of updated syllabuses, including uploading to the relevant sections of the website and student and academic staff portals, rests with the Quality Coordinator and the relevant Head of Programme.

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