



# Quality Manual: Managing Your Academic Portfolio

Managing your academic portfolio covers course planning, development and approval.

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## 1. DEFINITIVE COURSE DOCUMENTATION

1.1. The Definitive Course Documentation contains the following elements:

- i. Course Specification
- ii. Course Document
- iii. Module Specifications & Module Descriptors (superseded by Module Handbooks, once the course is running)
- iv. Module Handbooks
- v. Student Handbook
- vi. Course Change Proposal Forms.

1.2. The following table sets out the detail of the different components of the definitive documentation:

**Figure 1.1: Definitive Course Documentation**

Where approved	Process for Making Changes	Post Change
<b>Course Specification (components of PP1 and PP2)</b>		
FPPE, confirmed by the Standing Approval Panel	Course Change process (see Quality Manual: Course Changes)	Revised <i>Course Specification</i> identifying the cohort to which it applies for version control, retained by QSO.
<b>Course Document</b>		
Standing Approval Panel	Course Change process (see Quality Manual: Course Changes)	The revised <i>Course Document</i> is combined with the revised <i>Course specification</i> .  For the Course Specification, see above.
Once approved, the course specification and course document are combined when saved as the final document.		
<b>Module Specification</b>		
Standing Approval Panel	Course Change process (see Quality Manual: Course Changes)	Revised <i>Module Specification</i> identifying the cohort to which it applies for version control, retained by QSO
<b>Module Descriptor</b>		
Standing Approval Panel	Not applicable	Superseded by the Module Handbook after initial approval

The Module Specification and Module Descriptor are on the same template		
<b>Module Handbook</b>		
Signed off by HoS, PD	Revised annually	Oversight by relevant Board of Studies
<b>Course Change Proposal Forms</b>		
Faculty Quality Committee	Not applicable	Retained by QSO with Course Specification and Course Document for version control

## 2. DESIGN, DEVELOPMENT, APPROVAL AND REVIEW OF COURSES

- 2.1. For information on the processes for design, development, approval and review of courses, together with what to do when changing the status of a course, visit the Managing Your Academic Portfolio webpages:

<https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/management-of-your-academic-portfolio.aspx>

- 2.2. For suspension, withdrawal or closure of a course, see Quality Manual: Suspension, Withdrawal and Closure of a Course.
- 2.3. For changes to courses, see Quality Manual: Course Change
- 2.4. For procedures relating to course review, see Quality Manual: Periodic Course Review

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