

## QUALITY MANUAL: MANAGING YOUR ACADEMIC PORTFOLIO

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

### 1.1 Definitive Course Documentation

1.1.1 The Definitive Course Documentation contains the following elements:

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- v. Module Descriptors (superseded by Module Handbooks, once the course is running);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

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

**Figure 1.1: Definitive Course Documentation**

Where approved	Change Process	Post Change
<b>i Course Specification (including Table of core and option modules)</b>		
FPPE, confirmed by the Standing Approval Panel	Modifications process (see Quality Manual: course modification)	Revised <i>Course Specification</i> identifying the cohort to which it applies for version control, retained by QSO.
<b>ii Course Document</b>		
Standing Approval Panel	Modifications process (see Quality Manual: course modification)	Course Document is not updated; any changes to the Course Document are captured on the Modification Form, or appended to it.  For the Course Specification, see above.
<b>iii Course Handbook</b>		
At the Standing Approval Panel	Revised annually using University Template; signed off by HoS, PD	Supplied to students annually retained by course team as document of record
<b>iv Module Specification</b>		

At the Standing Approval Panel	Modifications process (see Quality Manual: course modification)	Revised <i>Module Specification</i> identifying the cohort to which it applies for version control, retained by QSO
<b>v Module Descriptor</b>		
At the Standing Approval Panel.	Not applicable	Superseded by the Module Handbook after initial approval
<b>vi Module Handbook</b>		
Signed off by HoS, PD	Revised annually	Oversight by relevant Board of Study
<b>vii Modification Proposal Forms</b>		
Faculty Quality Committee	Not applicable	Retained by QSO with Course Specification and Course Document for version control

## 1.2 Design, development, approval and review of courses

1.2.1 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>

1.2.2 For suspension, withdrawal or closure of a course, see Quality Manual: Suspension, Withdrawal and Closure of a Course.