This document provides guidance for colleagues involved in approval processes. It is hoped that the information provided will help support those responsible for designing, proposing or approving new programmes or modifications to existing programmes. When designing new undergraduate courses / subjects or making amendments to existing courses / subjects, remember to consider the following:

**Single Honours:**
- there must be a minimum of 60 credits (i.e. 4 module credits) at level 4 that are compulsory in Stage I,
- there must be a minimum of 120 credits available at levels 5 and 6 for students to construct their Stage II programmes of study,
- normally there will be a minimum of 60 credits which are compulsory or alternative compulsory,
- normally level 5 modules will have at least one level 4 pre-requisite,
- 30 credit level 5 modules which span an entire academic year should be avoided if a subject wishes to encourage students to go on exchange,
- all level 6 modules must have at least one level 5 module as pre-requisite,
- there must be at least one double (30 credit) level 6 module available,
- a maximum of 30 credits at level 4 may be included with the status ‘acceptable’ i.e. credits which will count towards the 240 credits required for Stage II (but these will not be included in a student’s final classification calculation).

**Combined Honours:**
- there must be a minimum of 30 credits (i.e. 2 module credits) at level 4 that are compulsory in Stage I,
- there must be a minimum of 60 credits available at levels 5 and 6 for students to construct their Stage II programmes of study,
- normally there will be a minimum of 30 credits which are compulsory or alternative compulsory,
- normally level 5 modules will have at least one level 4 pre-requisite,
- all level 6 modules must have at least one level 5 module as pre-requisite,
- there must be at least one double (30 credit) level 6 module available,
- a maximum of 30 credits at level 4 may be included with the status ‘acceptable’ i.e. credits which will count towards the 240 credits required for Stage II (but these will not be included in a student’s final classification calculation).

The types of status modules can have on undergraduate courses / subjects are:

**Stage I**
- Recommended
  A level 4 module students are advised to take in Stage I.
- Top-up
  A level 4 module which has some relevance to the area of study and one which students could take in Stage I. In terms of how programmes of study are automatically generated for new full-
time students, a top-up module’s status is less than that of a recommended module and will only be selected once all recommended module options have been exhausted.

<table>
<thead>
<tr>
<th>Requirement Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory</td>
<td>A level 4 module which must be passed.</td>
</tr>
<tr>
<td>Alternative Compulsory</td>
<td>A minimum number of level 4 modules which must be passed from a specified list.</td>
</tr>
<tr>
<td>Alternate Pathway</td>
<td>The minimum requirement for at least one of the pathways (containing level 4 modules) must be met.</td>
</tr>
</tbody>
</table>

**Stage II**

**Acceptable**
A module whose learning outcomes are appropriate for the aims of the overall course / subject. A minimum number of acceptable modules must be passed to meet the requirements for an award (other than a Certificate). The marks obtained may be used in the determination of Honours.

<table>
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<th>Requirement Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Compulsory</td>
<td>A compulsory (acceptable) module normally taken in Stage II.</td>
</tr>
<tr>
<td>Alternative Compulsory</td>
<td>A minimum number of modules which must be passed from a specified list.</td>
</tr>
<tr>
<td>Required</td>
<td>A required (acceptable) must be taken and at least 30% obtained. Required modules are only allowed where it can be clearly shown that they are necessary to meet the hours regulations of a professional body.</td>
</tr>
<tr>
<td>Alternate Pathway</td>
<td>The minimum requirement for at least one of the pathways must be met.</td>
</tr>
<tr>
<td>Alternative Acceptable</td>
<td>A list of acceptable modules with a maximum limit which cannot be exceeded e.g. ‘not more than 2 credits from’.</td>
</tr>
</tbody>
</table>

**Exit awards**
The specific requirements for all exit awards must be included in the approval documentation e.g. if there are specific compulsory modules that a student would need to pass. This is needed for Ordinary Degree and Named DipHE awards (if applicable) on undergraduate programmes.

**Support**
Remember to include your link Systems Manager from the Course and Student Administration Team within your PDT membership for new approvals or re-approvals. If at any time you require help and / or advice regarding course design and structures, regulations or terminology, please contact your link Systems Manager. Alternatively, contact the Team at csa@brookes.ac.uk or on extension 3451.