

Annual Syllabus Update Policy

1. Introduction

- 1.1 All module syllabuses are reviewed, as a minimum, on an annual basis; where appropriate, they are updated to reflect changes within the subject area / financial services sector over the intervening period and to ensure that The London Institute of Banking & Finance modules remain relevant and up-to-date. These are considered 'minor' amendments.
- 1.2 A different, but related process of module review, which could result in more substantial changes to syllabus content and updates of learning materials being made, normally takes place in line with periodic programme review, or sooner, if prompted by stakeholder feedback and/or findings arising from the annual monitoring process. Responses received as a result of the annual syllabus update process may prompt a major review of a modules syllabus.
- 1.3 In any event, the approach to the updating of module syllabuses and to module review is determined by the precepts set down in The London Institute of Banking & Finance's Code of Practice, Chapter 13 covering Programme Development, Approval, Monitoring and Review.

2. Definitions

- 2.1 **Syllabus update:** this relates to the process undertaken at least annually to update the syllabus in line with changes and / or developments noted in the subject area / financial services sector and is prompted by feedback from parties such as academic personnel and students.
- 2.2 **Module review:** this relates to the process, undertaken in line with periodic programme review or earlier if prompted by stakeholder feedback and/or findings arising from the annual monitoring process and reflects a more extensive review of module content.

3. Parameters

- 3.1 This policy applies to higher education undergraduate and postgraduate modules and sets out the procedure for the syllabus update.
- 3.2 The annual updating of syllabuses as set out in this policy must remain within the scope of a 'minor' modification as set out in sections 13.9.3 to 13.9.8 of Chapter 13 of The London Institute of Banking & Finance's Code of Practice..

4. Principles

In the undertaking of the annual syllabus update, The London Institute of Banking & Finance is committed to the following principles:

- 4.1 That in making amendments/updates to a module syllabus, consideration is given to the full range of stakeholder feedback, including students via the module questionnaire and wider student feedback (module forums; student representatives); tutor and lecturer feedback;

author feedback; External Examiner comments and the annual monitoring process as appropriate.

- 4.2 That the annual updating of syllabuses is undertaken in line with this policy and the precepts set out in The London Institute of Banking & Finance's Code of Practice Chapter 13 on Programme Development, Approval, Monitoring and Review.
- 4.3 That any amendments made to the module syllabuses are suitably communicated to existing students if applicable to their session of study.
- 4.4 That the process is transparent with suitable external oversight via The London Institute of Banking & Finance Learning and Teaching Committee.
- 4.5 That any proposed changes are considered in relation to the overarching programme/s, ensuring no unnecessary overlap.
- 4.6 That it is appropriate for the level of study for that module.

5. Practical application / Provision

A four-stage process for the annual updating of syllabuses is set out below:

Step 1: Feedback gathering

For **undergraduate** programmes, the Course Director makes provision for the Syllabus Update Form to be sent to academic personnel, for their comments, including supporting rationale, on recommended additions/deletions and/or amendments to the syllabus and learning materials.

For **postgraduate** programmes, rather than all syllabus updates taking place in one specific month annually, postgraduate updates are normally informed by the module review meeting which is held on completion of each module. Such meetings, which are minuted, are attended by the module lecturers and the course team.

Step 2: Collation

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

Step 3: Updates made

Amendments to the syllabuses are made accordingly ahead of the next study session and communicated to the academic community and existing students, if applicable to their session of study. New module specifications are uploaded to The London Institute of Banking & Finance website and student study portal.

Changes to the learning materials are made according to a timetable agreed with the Commissioning Editor.

Step 4: Reporting to the Learning and Teaching Committee

Where appropriate, a paper is presented to the next meeting of The London Institute of Banking & Finance Learning and Teaching Committee for committee sign-off via, normally, a summary report detailing any 'minor' amendments made to each module by level of study.

Annual undergraduate syllabus update timetable

Step	Programme Level	Date
Step 1: Feedback gathering	Undergraduate	June
Step 2: Collation	Undergraduate	July
Step 3: Updates made to syllabuses	Undergraduate	August
Step 4: Report to Learning and Teaching Committee	Undergraduate	January

6. Responsibilities

- 6.1 Responsibility for the process of annual syllabus update lies with the relevant Course Director.
- 6.2 Responsibility for the reporting of syllabus amendments to The London Institute of Banking & Finance Learning and Teaching Committee lies with the Course Directors.
- 6.3 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 relevant Course Directors.

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