



## Registry Services Briefing Note: RS/13/01

Any enquires should be directed to:  
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Student Records

### **Allocation of module codes**

Student Records in Registry Services are responsible for the allocation of Module Codes. Provisional codes used in draft and unapproved module specifications should be discussed and agreed with Student Records during the approval process.

When courses are being developed there are often a number of queries relating to the allocation of module codes. To ensure consistency the following process should be adhered to:

#### **Format**

- All modules should be coded in consistent format, i.e. eight characters consisting of four letters followed by four digits (AAAA1111).
- Where possible codes should be grouped around a subject area and avoid award titles and awards e.g. MSc etc
- The first number should indicate the level of the module,
  - 1 for Level Four
  - 2 for Level Five
  - 3 for Level Six
  - 4 for Postgraduate (Level Seven)
- If the course wishes to group modules, this can be done using the second number in the sequence.

#### **Allocating new codes**

- New modules requiring a new prefix should contact the Assistant Registrar (Student Records) to ensure the prefix is appropriate and has not been used before or is too similar to an existing prefix.
- New modules using existing alpha prefix should contact Student Records staff to check the module code has not been used before.

### **Changes to existing courses or modules**

- If the credit rating for an existing module is changed, then a new module code is required.
- Minor module title changes do not always require the allocation of a new module code. The title of the module is held against the academic year when a module is offered and therefore it is possible to make minor amendments as this will not have an impact on transcripts produced for former students in previous academic years.
- When there are substantial course changes this should not result in the allocation of a new module prefix if the module has not fundamentally changed.
- When there are substantial course changes this should not result in the allocation of a new module code for a module that continues to be offered. This results in the need to create significant additional module rules around excluded module combinations and associated pre-requisites etc.

### **Additional points**

- Module codes XXXX3001 and XXXX3002 should only be used for Independent Study modules.
- The code should not change once allocated.