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GBS Definitive Programme Documentation Policy

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Document title	Definitive Programme Documentation Policy
Version	V2.0
Approved	





Understanding, Cognitive intellectual skills, Transferable skills, Subject-specific practical skills); Teaching, learning, and assessment strategy and methods; Careers and Employability; Work based learning and placement opportunities; Programme Structure; version control; Module map against Programme Learning Outcomes.

3.2.2. **Module/Unit Specifications:** Module/Unit specifications are required for all modules/units using the GBS template. The Module/Unit Specification indicates a clear statement of the module title; the GBS defined Module code; the programmes the Module is approved for use on; The status of the module in the programme (core or optional), the level of the module using the FHEQ; the volume of credit; mode of delivery; its proposed teaching period for sequencing; teaching delivery accommodation; proposed locations for delivery; Module pre-requisites; academic educational group (HECoS) code; Equality Diversity and Inclusion (EDI); Indicative content; Module/unit aims, Module/unit learning outcomes, Learning and Teaching Strategy; Inclusivity; Work related/ based learning opportunities (placements); Assessment strategy(s); Student contact and independent study hours; Description of Assessment (formative and summative); Additional student's costs; Reading List / Resources (Essential and Further reading); Responsibilities and Contacts; Version control.

4. Programme Approvals: Production of Definitive Programme Documents

- 4.1. The Academic Standards and Quality Office (ASQO) produces an Outcomes Report following GBS Programme Approvals, Modifications and Periodic Reviews where a list of conditions and recommendations are set with timescales for the faculty to act upon. Once conditions and recommendations are addressed and approved by the Chair of Academic Board, the Definitive Programme Documentation provided as part of that document set and signed off by the Chair of Academic Board is confirmed. Any DPD changes required by Academic Board in its review of this documentation are signed off by the Chair of Academic Board.
- 4.2. Following approval, the Definitive Programme Documentation must be presented to the Academic Standards and Quality Office which holds and maintains these





7.4 Changes to the DPD outside the processes set out in this policy are not permitted.