**Faculty of Humanities**

**Teaching and Learning Support Services**

**Guidance on the approval of programme amendments**

The University provides guidance on the levels of approval and documentation required for different types of programme amendment in the [Manual of Academic Procedures](http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/procedurefortheamendmentofprogrammes/). Amendments are classified as “major” or “minor” according to the effect and the element of risk involved (including any impact on marketing information, which may need to be revised to reflect the changes). However, the guidance provided by the University is not exhaustive in terms of the different kinds of amendment that could be made to programmes.

This paper is intended to inform Schools and validated partners of the approval requirements for different types of amendment, to ensure that the appropriate approvals are obtained, and that the relevant documentation accompanies the proposals. Proposed changes should be discussed with your Faculty Teaching and Learning Officer to determine the exact requirements for approval.

* All **Minor amendments** require ultimate approval by a **School**[[1]](#footnote-1).
* All **Major amendments** require approval by a School before being submitted for ultimate approval by the **Faculty** (and are subsequently ratified by Senate).

Programme amendments should be proposed using the University’s [Programme Amendment Form](http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/procedurefortheamendmentofprogrammes/), supported by a revised Programme Specification plus other documentation as necessary (see tables later in document for list of expected/required documentation)

**Minor Amendments should not require alteration of programme intended learning outcomes (as defined in the** [**Programme Specification**](http://www.tlso.manchester.ac.uk/quality-framework/programme-specs/)**), and include:**

1. Adding or changing optional units.
2. Adding or changing compulsory/core units, where this does not affect the intended learning outcomes of the programme.[[2]](#footnote-2)
3. Altering the assessment scheme or weighting within a unit.
4. Changing the level of a unit within a programme.

**Major Amendments include:**

1. New or revised programme title (e.g. to increase / buoy recruitment).
2. New or revised programme title (e.g. to reflect a change in programme content).
3. Introduction of a new pathway\* (separate listing, separate award) within a programme.
4. Introduction of a specialism within a programme, purely for marketing purposes, (no separate listing, no separate award) to highlight breadth of the curriculum.
5. Adding or changing units that entails alteration of the intended learning outcomes of the programme, e.g. adding or changing compulsory/core units.
6. Changes to major elements of teaching, learning or assessment, e.g. amendments concerning a dissertation, introduction of an alternate mode of study (e.g. part time or distance delivery\*\*), introduction of a placement or period of residence abroad, introduction of collaborative provision.

Minor amendments should be reported to the Faculty Teaching and Learning Support Services Office (TLSSO), so that it can monitor the nature and cumulative effect of minor amendments to programmes.

*\* A pathway is a formally approved, structured route through a programme, enabling specialisation within the overall aims and learning outcomes of that programme, and should be identified as BA/BSc/MA/MSc Programme title (Pathway title).*

*\*\* See the Faculty’s Distance Learning Framework at:* [*http://www.humanities.manchester.ac.uk/tandl/resources/distancelearning/index.html*](http://www.humanities.manchester.ac.uk/tandl/resources/distancelearning/index.html)

**Minor Amendments: SCHOOL Approval**

|  |  |
| --- | --- |
| 1. **Adding or changing optional units (minor amendment): No impact on the aims and intended learning outcomes of the programme** | |
| **Documentation required** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053) * [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for the new / altered optional units | *If these are new units, are other units being removed from the programme?*  *Consider unit efficiency. Are the units available to other programmes? Will there be sufficient demand for these units?*  Notify your Faculty T&L Officer of the amendment. |
| 1. **Adding or changing compulsory/core units, where this does not affect the intended learning outcomes of the programme.** | |
| **Documentation required** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053) * [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for the new / altered optional units | *Whether or not this type of amendment comes to Faculty is at the discretion of the School T&L Director.*  Notify your Faculty T&L Officer of the amendment. |
| 1. **Altering the assessment scheme or weighting of an assessed component within a unit** | |
| **Documentation required** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053) * [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for the altered optional unit(s) | *The school should be assured that the Subject External Examiner has been consulted about the changes to the assessment scheme, and is satisfied that they are appropriate.*  Notify your Faculty T&L Officer of the amendment. |
| 1. **Changing the level of a unit within a programme** | |
| **Documentation required** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053) * [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for the altered optional unit(s) | Notify your Faculty T&L Officer of the amendment. |

**Major Amendments: SCHOOL and then FACULTY approval**

|  |  |
| --- | --- |
| 1. **New or revised programme title: to improve student intake numbers** | |
| **Documentation** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053)   *The rationale should provide information on past intake and the predicted intake numbers that a change in title will generate for the next three years.*  *There should be evidence of market demand; at the very least consideration of programme titles at competitor institutions and the number of students they recruit, to demonstrate that the change in title will have the desired outcome.*  *Consideration should be given to the impact on other programmes within the University.*   * [Financial model](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10046): Showing the projected contribution of the programme with the increase in student numbers; * Revised [programme specification](http://www.tlso.manchester.ac.uk/quality-framework/programme-specs/) (with changes tracked); * Revised marketing information: [UG Marketing and Admissions Information Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10047) OR [Postgraduate Marketing Template.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10048)   *Proposals should also include URLs/references directing the school and Faculty to other sources of marketing material that will need to be updated with the new name.* | This creates a new award of the University and therefore requires Faculty approval.  Schools and Faculty will need assurance that the aims and intended learning outcomes of the programme have been reviewed in light of the new name and that the content remains consistent with the new title.  The need for reference to all marketing materials that will need updating is to ensure that when notification of the approval is circulated, colleagues with responsibilities for these areas can be included in the notification and are aware of the materials that need to be changed.  Faculty will create a new programme and plan code for the newly named programme. |
| 1. **New or revised programme title: To reflect a change in content or structure** | |
| **Documentation** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053)   *Schools and Faculty will need assurance that the aims and intended learning outcomes of the programme have been reviewed in light of the new name, content and structure, and that the content remains consistent with the new title.*  *Consideration should be given to the impact on other programmes within the University.*   * Revised [programme specification](http://www.tlso.manchester.ac.uk/quality-framework/programme-specs/) (with changes tracked); * Revised marketing information: [UG Marketing and Admissions Information Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10047) OR [Postgraduate Marketing Template;](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10048) * [IS / eLearning Resources Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045).   *Proposals should also include URLs/references directing the school and Faculty to other sources of marketing material that will need to be updated with the new name.*   * [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for core units and any new optional units | This creates a new award of the University and therefore requires Faculty approval.  The need for reference to all marketing materials that will need updating is to ensure that when notification of the approval is circulated, colleagues with responsibilities for these areas can be included in the notification and are aware of the materials that need to be changed.  The [IS / eLearning resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045) Form should be completed in discussion with a School Learning Technologist (LT). This aims to assist in establishing whether the change proposed will involve any additional eLearning resource, and to highlight potential enhancement opportunities.  The Form must be signed by the Faculty eLearning Manager, and the Humanities IS Partner must also sign to approve any additional IS resources that will be required.  Faculty will create a new programme and plan code for the newly named programme. |
| 1. **Introduction of a new pathway or specialisation: To create named awards**   A pathway is a formally approved, structured route through a programme, enabling specialisation within the overall aims and learning outcomes of that programme, and should be identified as BA/BSc/MA/MSc in Programme title (pathway title), e.g. [MA International Development](http://www.seed.manchester.ac.uk/study/taught-masters/courses/list/international-development-development-management-msc/).   * The programme has a number of pathways, such as [MA International Development: Development Management](http://www.seed.manchester.ac.uk/study/taught-masters/courses/list/international-development-development-management-msc/), which appears separately from MA International Development on the online course listings * Applicants must apply to and register to an individual pathway. Student records are thus separated by pathway, and reported on separately in terms of admissions and registrations * The pathway is recognised on the student’s degree certificate.   The programme should have some generic aims and outcomes which apply to all pathways, but in addition there should normally be some recognition of any aims or outcomes that are specific to a pathway. This could be through recognition of variations within the generic aims and outcomes or through explicit additional aims and outcomes.  There should be some commonality across pathways within a programme through either one or a number of common subject-based course units. The pathway specialism should normally constitute at least one third of the programme credits and should include the dissertation/project element, if appropriate. This can involve course units that are compulsory for the pathway but available as options for students taking other pathways or programmes. For a PGT programme, the distinct pathway requirements should be reflected in the 60 credit dissertation and at least one 15 credit taught unit. | |
| **Documentation** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053)   *The rationale should set out the reasons for the introduction of the pathway and the expected impact on the student experience.*  *An indication of expected student recruitment to the pathway(s) and the impact on the existing routes through (projected numbers should be provided – see 1. above)*  *Consideration should be given to the impact on other programmes within the University.*   * Revised [programme specification](http://www.tlso.manchester.ac.uk/quality-framework/programme-specs/) (showing tracked changes)   *The intended learning outcomes should reflect differences for each of the pathways through the programme.*   * Revised marketing information: [UG Marketing and Admissions Information Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10047) OR [Postgraduate Marketing Template.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10048)   *Proposals should also include URLs/references directing the school and Faculty to other sources of marketing material that will need to be updated with the new name.*   * [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for core units and any new optional units; * [Financial model](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10046): a revised financial model under the new structures, indicating projected contribution for the next three years; * Resource forms: provided to give assurance that [General Resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10043), [Library Resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10044), [IS / eLearning resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045) are in place or agreed to be provided for any new units. If the units already exist (i.e. are offered on another programme) this should be stated. | These changes will create new awards of the institution.  Input from an external subject expert will be sought by the Faculty. Ideally, Programme Directors should obtain this as part of the development process and therefore should liaise with the Faculty Teaching and Learning Office at an early stage.  Changes to aims and intended learning outcomes of programmes require Faculty approval. These are primarily based upon the core units of a programme and if those change, it is expected that the aims and intended learning outcomes will change. Schools and Faculty will need assurance that the aims and intended learning outcomes of the programme have been reviewed.  The need for reference to all marketing materials that will need updating is to ensure that when notification of the approval is circulated, colleagues with responsibilities for these areas can be included in the notification and are aware of the materials that need to be changed.  The [IS / eLearning resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045) Form should be completed in discussion with a School Learning Technologist (LT). This aims to assist in establishing whether the change proposed will involve any additional eLearning resource, and to highlight potential enhancement opportunities. The Form must be signed by the Faculty eLearning Manager, and the Humanities IS Partner must also sign to approve any additional IS resources that will be required. |
| 1. **Introduction of a new specialisation (major amendment): for promotional purposes only, to highlight the potential routes through a programme. Students will register to, and receive on their award, the generic programme title, e.g**[**. MA Creative Writing**](http://www.manchester.ac.uk/postgraduate/taughtdegrees/courses/atoz/01125/creative-writing-ma/)**.**   Students pursue either a fiction or a poetry specialism, but:   * there is a single online course listing – MA Creative Writing * all applicants apply to and register to a single Plan Code – MA Creative Writing. Therefore all applicants and entrants are reported together, regardless of whether they are following the fiction or the poetry specialism. * [all students graduate with an MA Creative Writing](http://www.manchester.ac.uk/postgraduate/taughtdegrees/courses/atoz/01125/creative-writing-ma/) | |
| **Documentation** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053)   *The rationale should explain the introduction of the specialism(s) and any impact for the student experience.*  *Provide an indication of expected student recruitment for the next three years, as a result of promoting the programme in this way.*  *Consideration should be given to the impact on other programmes within the University.*   * Revised [programme specification](http://www.tlso.manchester.ac.uk/quality-framework/programme-specs/) (showing tracked changes) * Revised marketing information: [UG Marketing and Admissions Information Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10047) OR [Postgraduate Marketing Template.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10048)   *Proposals should also include URLs/references directing the school and Faculty to other sources of marketing material that will need to be updated with the new name.*   * [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for core units and any new optional units * [Financial model](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10046): Indicating projected contribution for the next three years. * Resource forms: provided to give assurance that [General Resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10043), [Library Resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10044), [IS / eLearning resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045) are in place or agreed to be provided for any new units. If the units already exist (i.e. are offered on another programme) this should be stated. | The need for reference to all marketing materials that will need updating is to ensure that when notification of the approval is circulated, colleagues with responsibilities for these areas can be included in the notification and are aware of the materials that need to be changed. |
| 1. **Adding a PG Cert or PG Dip as an Entry Award (students will follow the same taught units as students on the Masters programme)** | |
| **Documentation** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053)   *The rationale should set out the reasons for the change, evidence of market demand, and the expected impact for the student experience.*   * Revised [programme specification](http://www.tlso.manchester.ac.uk/quality-framework/programme-specs/) (showing tracked changes) * Revised marketing information: [UG Marketing and Admissions Information Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10047) OR [Postgraduate Marketing Template.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10048) * [IS / eLearning Resources Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045)   *Proposals should also include URLs/references directing the school and Faculty to other sources of marketing material that will need to be updated with the new name.*   * Tuition Fee Proforma: Students on a Cert or Dip must be charged a lower fee than students on the full Masters. A separate Programme and Plan Code is therefore required on Campus Solutions. | Adding a new Entry Award will entail changes to the aims and intended learning outcomes of the programme – specific aims and learning outcomes for the Cert/Diploma need to be explicitly stated or differentiated from the Masters outcomes within the Programme Specification. The Programme Structure needs to be revised to make explicit what Cert/Diploma students need to do. The Entry Requirements for the Cert/Diploma need to be confirmed within the Programme Specification.  The need for reference to all marketing materials that will need updating is to ensure that when notification of the approval is circulated, colleagues with responsibilities for these areas can be included in the notification and are aware of the materials that need to be changed.  Student Fees will need to be notified of the fee by means of the Tuition Fee Proforma. |
| 1. **Adding or changing units (major amendment), e.g. adding or changing compulsory/core units (where the changes require an amendment to the intended learning outcomes of the programme).** | |
| **Documentation** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053)   *The rationale should set out the reasons for the change and the expected impact for the student experience, student recruitment (projected numbers should be provided if this is a reason for the change – see 1. above)*   * Revised [programme specification](http://www.tlso.manchester.ac.uk/quality-framework/programme-specs/) (with changes tracked) * Revised marketing information: [UG Marketing and Admissions Information Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10047) OR [Postgraduate Marketing Template.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10048)   *Proposals should also include URLs/references directing the school and Faculty to other sources of marketing material that will need to be updated with the new name.*   * [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for core units and any new optional units; * [Financial model](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10046): Indicating projected contribution for the next three years; * Resource forms: provided to give assurance that [General Resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10043), [Library Resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10044), [IS / eLearning resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045) are in place or agreed to be provided for any new units. If the units already exist (i.e. are offered on another programme) this should be stated. | The current Programme External Examiner should be consulted for his/her views on the proposed change/s.  If the core units of a programme change, it is expected that the aims and intended learning outcomes will change. Schools and Faculty will need assurance that the aims and intended learning outcomes of the programme have been reviewed.  The need for reference to all marketing materials that will need updating is to ensure that when notification of the approval is circulated, colleagues with responsibilities for these areas can be included in the notification and are aware of the materials that need to be changed.  The [IS / eLearning resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045) Form should be completed in discussion with a School Learning Technologist (LT). This aims to assist in establishing whether the change proposed will involve any additional eLearning resource, and to highlight potential enhancement opportunities. The Form must be signed by the Faculty eLearning Manager, and the Humanities IS Partner must also sign to approve any additional IS resources that will be required.  **School approval required** where the changes do not require amendment to the intended learning outcomes of the programme(s). |
| 1. **Changes to major elements of teaching, learning or assessment, e.g. dissertation amendments or introduction of, an alternate mode of delivery a placement or period of study abroad, introduction of a collaborative element** | |
| **Documentation** | **Considerations** |
| * [Programme amendment form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10053); * Revised [programme specification](http://www.tlso.manchester.ac.uk/quality-framework/programme-specs/) (showing tracked changes); * Revised marketing information (if the existing information makes reference to the options available or the school wishes to highlight some of the options now available). [UG Marketing and Admissions Information Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10047) OR [Postgraduate Marketing Template;](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10048) * [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for the new optional units. * Consider whether additional resources will be required and if so, complete the appropriate resource forms: provided to give assurance that [General Resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10043), [Library Resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10044), [IS / eLearning resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045) are in place or agreed to be provided.   Changes which involve addition of distance learning elements should refer to the Faculty’s [Distance Learning Framework](http://www.humanities.manchester.ac.uk/tandl/resources/distancelearning/index.html). It is expected that distance learning programmes should follow the NPP process.  Changes which involve the addition of a placement or study abroad option should refer the Faculty’s [Guidance on Approving Student Placements](file:///X:\Teaching%20and%20Learning\Committees%20and%20Groups\Placements%20Task%20and%20Finish%20Group\Placement%20Guidance\Placement%20approval%20guidance%202017.pdf). | *The school must be assured that the changes do not require amendment to the aims and intended learning outcomes of the programme.*  *If these are new units, are other units being removed from the programme?*  *Unit efficiency should be considered – e.g. are the units available to other programmes; will there be sufficient demand for these units?*  Faculty must be notified of the change through receiving an updated programme specification from the school, for information.  The [IS / eLearning resources](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045) Form should be completed in discussion with a School Learning Technologist (LT). This aims to assist in establishing whether the change proposed will involve any additional eLearning resource, and to highlight potential enhancement opportunities. The Form must be signed by the Faculty eLearning Manager, and the Humanities IS Partner must also sign to approve any additional IS resources that will be required.  Introduction of a collaborative element to the programme will require [collaborative approval](http://www.tlso.manchester.ac.uk/map/collaborationsandpartnerships/). |

1. Validated partners must obtain approval from their validating School at University of Manchester. [↑](#footnote-ref-1)
2. |  |
   | --- |
   | Whether or not this type of amendment comes to Faculty is at the discretion of the School T&L Director. Thus there is no  formal requirement to report to Faculty, but it is recommended that these changes are still submitted to the TLSSO  for information. |

   [↑](#footnote-ref-2)