

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](#). 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.
- 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](#), supported by a revised Programme Specification plus other documentation as necessary (see tables later in document for list of expected/required documentation).

The TLSO also provides a [Programme Amendment Matrix](#) to provide guidance in relation to programme amendments.

Deadlines for Approval of Programme Amendments

All programme amendments **MUST** be approved by **31 March*** for applicants registering in the September of that same year e.g. amendments for September 2019 entry must be approved by 31 March 2019.

Approval deadlines for programmes with a non-standard start date should work to an approval deadline of minus six months from entry point.

These deadlines are set by the University to ensure that we are compliant with the Competitive Markets Authority (CMA) requirements. The CMA requires students to have all the relevant ‘material information’ prior to making their final decision on application to a programme. The CMA requirements also apply to programme amendments where existing students are affected.

If we do not meet our obligations associated with the CMA requirements, we may be in breach of consumer law and risk enforcement action. In some circumstances, students may also have the right to take legal action against us or seek redress, such as full fee repayment.

Guidance on CMA requirements can be found at:

<http://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/cma/>

***NB: The deadline for the addition of a new UMW programme, where an on-campus version of the programme already exists, MUST be approved at least 6 months prior to the first entry term.**

¹ Validated partners must obtain approval from their validating School at The University of Manchester.

Minor Amendments should not require alteration of programme intended learning outcomes (as defined in the [Programme Specification](#)), and include:

1. Proposal to deliver an existing full-time programme additionally on a part-time basis or vice versa i.e. there are no other changes to the programme structure or course units, except to the year in which delivered, depending on the mode of attendance.
2. Addition of or changes to optional units, where this does not significantly reduce optionality or substantially impact the intended learning outcomes of the programme.
3. Changes to the assessment weightings within a course unit, where modes of assessment remain the same .e.g. from 50% coursework and 50% exam to 30% coursework and 70% exam.
4. Changes to the level of a unit within a programme.
5. PSRB updates that have no substantial impact on structure, learning outcomes or assessment.
6. QAA benchmark statement updates that have no impact on programme structure, learning outcomes, assessment.
7. Changes to entry requirements.
8. Editing corrections and/or making clarifications e.g. minor change of programme title that does not impact on learning outcomes or mean a change in award.
9. Changes to mode of delivery but there are no significant increase or decrease in contact hours e.g. the removal of some online distance learning.

Minor amendments should be reported to the Humanities Teaching, Learning and Student Experience Team (TLSE), so that it can monitor the nature and cumulative effect of minor amendments to programmes.

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. Addition of a PG Cert or PG Dip as an Entry Award (students will follow the same taught units as students on the Masters programme)
6. Addition of new UMW programme where on-campus already exists.
7. Mode of delivery changes that substantially increase or decrease contact hours (e.g. changing wholly from or to distance learning)
8. Change of award e.g. BSc to BA, MSc to MA.
9. Loss/gain of PSRB accreditation.
10. Material changes to programme learning aim/outcomes e.g. owing to significant PSRB updates, or structural change to the programme etc.
11. Addition or change to compulsory/core units.
12. Changes to optional units that significantly reduces optionality or substantially impacts intended learning outcomes.
13. Introduction or withdrawal of a mode of summative assessment for a course unit e.g. from 100% coursework to 50% coursework and 50% exam, and vice versa.
14. 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.
15. Updates to additional costs to students NOT in line with [Additional Costs Policy](#).

* 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.staffnet.manchester.ac.uk/humanities/teaching-support/resources/distance-learning-framework/>

Minor Amendments: SCHOOL Approval

1. Proposal to deliver an existing full-time programme additionally on a part-time basis or vice versa

Documentation required	Considerations
<ul style="list-style-type: none"> • Programme amendment form; • Revised programme specification (showing tracked changes); • New/revised programme structure • 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 OR Postgraduate Marketing Template; • Consider whether additional resources will be required and if so, complete the appropriate resource forms: provided to give assurance that General Resources, Library Resources, IS / eLearning resources are in place or agreed to be provided. • Financial model: Showing the projected contribution of the programme with the increase in student numbers; <p>Changes which involve addition of distance learning elements should refer to the Faculty's Distance Learning Framework. It is expected that distance learning programmes should follow the New Programme Approvals Process (formerly known as NPP).</p>	<p>The School must be assured that the changes do not require amendment to the aims and intended learning outcomes of the programme</p> <p>If this amendment also includes a change in delivery from campus-based to blended/distance learning (or vice-versa) this is considered a major change.</p> <p>Have External Examiners been consulted about the proposed changes?</p> <p>The IS / eLearning resources 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.</p> <p>Faculty must be notified of the change through receiving an updated programme specification from the School, for information. Notify your Faculty T&L Officer of the amendment.</p> <p>Once the amendment has been approved, your Faculty T&L Officer will create a new programme and plan code for new mode of delivery.</p>

2. Addition of or changes to optional units: no impact on the aims and intended learning outcomes of the programme, nor significant reduction in optionality.

Documentation required	Considerations
<ul style="list-style-type: none"> • Programme amendment form; • Revised programme specifications (with tracked changes); • Revised unit specifications (with tracked changes) for the new / altered optional units; • Revised unit matrix. 	<p>If these are new units, are other units being removed from the programme?</p> <p>Consider unit efficiency. Are the units available to other programmes? Will there be sufficient demand for these units?</p> <p>Schools must ensure that applicants and current students are informed of the changes, as this is a change to material information and a CMA requirement.</p> <p>Ensure recruitment materials are updated</p>

	<p>accordingly.</p> <p>Notify your Faculty T&L Officer of the amendment.</p>
3. Changes to the assessment weightings within a course unit, where modes of assessment remain the same	
Documentation required	Considerations
<ul style="list-style-type: none"> • Programme amendment form; • Revised programme specifications (with changes tracked); • Revised unit specifications (with tracked changes). 	<p>The School should be assured that the Subject External Examiner has been consulted about the changes to the assessment weightings, and is satisfied that they are appropriate.</p> <p>Have current students been consulted about the proposed changes?</p> <p>Schools must ensure that applicants and current students are informed of the changes, as this is a change to material information and a CMA requirement.</p> <p>Ensure recruitment materials are updated accordingly.</p> <p>Has the impact of this change to the programme's overall assessment methods and weightings been considered in relation to CMA requirements?</p> <p>Notify your Faculty T&L Officer of the amendment.</p>
4. Changing the level of a unit within a programme	
Documentation required	Considerations
<ul style="list-style-type: none"> • Programme amendment form; • Revised programme specifications (with changes tracked); • Unit specifications for the altered optional unit(s). 	<p>Have current students been consulted about the proposed changes?</p> <p>Ensure recruitment materials are updated accordingly.</p> <p>Notify your Faculty T&L Officer of the amendment.</p>
5. PSRB updates that have no substantial impact on structure, learning outcomes or assessment	
Documentation	Considerations
<ul style="list-style-type: none"> • Programme amendment form; • Revised programme specifications (with changes tracked); 	<p>Current students and new students should be informed of the updates.</p> <p>Ensure recruitment materials are updated accordingly.</p> <p>Notify your Faculty T&L Officer of the amendment.</p>
6. QAA benchmark statement updates that have no impact on programme structure, learning outcomes, assessment.	
Documentation	Considerations
<ul style="list-style-type: none"> • Programme amendment form; • Revised programme specifications (with tracked changes); 	<p>Current students and new students should be informed of the updates.</p> <p>Ensure recruitment materials are updated</p>

	accordingly. Notify your Faculty T&L Officer of the amendment.
7. Changes to entry requirements	
Documentation	Considerations
<ul style="list-style-type: none"> Programme amendment form 	<p>Advice should be sought from School, Faculty and Central admissions.</p> <p>Ensure recruitment materials are updated accordingly.</p> <p>Notify your Faculty T&L Officer of the amendment.</p>
8. Editing corrections and/or making clarifications e.g. minor change of programme title that does not impact on learning outcomes or mean a change in award.	
Documentation	Considerations
<ul style="list-style-type: none"> Programme amendment form; Revised programme specifications (with tracked changes); 	<p>Students/applicants should be informed where the error could potentially have misled students, or where clarification means that students will graduate with a slightly amended title to better reflect the unchanged teaching content.</p> <p>Ensure recruitment materials are updated accordingly.</p> <p>Notify your Faculty T&L Officer of the amendment.</p> <p>Minor corrections e.g. typing errors do not require communication to students/applicants.</p>
9. Changes to mode of delivery but there are no significant increase or decrease in contact hours e.g. the removal of some online distance learning.	
Documentation	Considerations
<ul style="list-style-type: none"> Programme amendment form; Revised programme specifications (with tracked changes); 	<p>Have External Examiners been consulted?</p> <p>New and current students should be informed of the changes.</p> <p>Ensure course unit specifications are updated accordingly.</p> <p>Ensure recruitment materials are updated accordingly.</p> <p>Notify your Faculty T&L Officer of the amendment.</p>

Major Amendments: SCHOOL and then FACULTY approval

1. New or revised programme title: to improve student intake numbers

Documentation	Considerations
<ul style="list-style-type: none"> Programme amendment form <p><i>The rationale should provide information on past intake and the predicted intake numbers that a change in title</i></p>	<p>This creates a new award of the University and therefore requires Faculty approval.</p> <p>Have current students been consulted about the</p>

<p><i>will generate for the next three years.</i></p> <p><i>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.</i></p> <p><i>Consideration should be given to the impact on other programmes within the University.</i></p> <ul style="list-style-type: none"> • Financial model: Showing the projected contribution of the programme with the increase in student numbers; • Revised programme specification (with changes tracked); • Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. <p><i>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.</i></p>	<p>proposed changes?</p> <p>If applications have already been made to the programme, all applicants and offer holders should be informed of this change so they can consider if they still wish to proceed with their application.</p> <p>If the change affects registered students, individual written assent is required from all students within the cohort for the change to be implemented.</p> <p>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.</p> <p>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.</p> <p>Faculty will create a new programme and plan code for the newly named programme.</p>
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2. New or revised programme title: To reflect a change in content or structure

Documentation	Considerations
<ul style="list-style-type: none"> • Programme amendment form <p><i>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.</i></p> <p><i>Consideration should be given to the impact on other programmes within the University.</i></p> <ul style="list-style-type: none"> • Revised programme specification (with changes tracked); • Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template; • IS / eLearning Resources Form. <p><i>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</i></p>	<p>This creates a new award of the University and therefore requires Faculty approval.</p> <p>Have current students been consulted about the proposed changes?</p> <p>If applications have already been made to the programme, all applicants and offer holders should be informed of this change so they can consider if they still wish to proceed with their application.</p> <p>If the change affects registered students, individual written assent is required from all students within the cohort for the change to be implemented.</p> <p>Are there any additions or changes to core/compulsory units, or significant reduction in optionality?</p> <p>The need for reference to all marketing materials that will need updating is to ensure that when notification</p>

<p><i>name.</i></p> <ul style="list-style-type: none"> • New/revised programme structure; • Unit specifications for core units and any new optional units. 	<p>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.</p> <p>The IS / eLearning resources 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.</p> <p>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.</p> <p>Faculty will create a new programme and plan code for the newly named programme.</p>
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3. 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](#).

- The programme has a number of pathways, such as [MA International Development: Development Management](#), 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
<ul style="list-style-type: none"> • Programme amendment form <p>The rationale should set out the reasons for the introduction of the pathway and the expected impact on the student experience.</p>	<p>These changes will create new awards of the institution.</p> <p>Input from an external subject expert will be sought by the Faculty. Ideally, Programme Directors should obtain this as part of the</p>

<p>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)</p> <p>Consideration should be given to the impact on other programmes within the University.</p> <ul style="list-style-type: none"> Revised programme specification (showing tracked changes) <p>The intended learning outcomes should reflect differences for each of the pathways through the programme.</p> <ul style="list-style-type: none"> Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. <p>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.</p> <ul style="list-style-type: none"> New/revised programme structure Unit specifications for core units and any new optional units; Financial model: 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, Library Resources, IS / eLearning resources 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. 	<p>development process and therefore should liaise with the Faculty Teaching, Learning and Student Experience Team at an early stage.</p> <p>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.</p> <p>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.</p> <p>The IS / eLearning resources 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.</p> <p>Registered students and new enrolling students should be informed if the additional pathway/specialism is open to them.</p> <p>Faculty will create a new programme and plan code for the newly named programme pathway.</p>
<p>4. 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.</p> <p>Students pursue either a fiction or a poetry specialism, but:</p> <ul style="list-style-type: none"> 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 	
<p style="text-align: center;">Documentation</p>	<p style="text-align: center;">Considerations</p>
<ul style="list-style-type: none"> Programme amendment form 	<p>The need for reference to all marketing materials that will need updating is to ensure that when notification</p>

<p><i>The rationale should explain the introduction of the specialism(s) and any impact for the student experience.</i></p> <p><i>Provide an indication of expected student recruitment for the next three years, as a result of promoting the programme in this way.</i></p> <p><i>Consideration should be given to the impact on other programmes within the University.</i></p> <ul style="list-style-type: none"> • Revised programme specification (showing tracked changes) • Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. <p><i>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.</i></p> <ul style="list-style-type: none"> • Unit specifications for core units and any new optional units • Financial model: Indicating projected contribution for the next three years. • Resource forms: provided to give assurance that General Resources, Library Resources, IS / eLearning resources are in place or agreed to be provided for any <u>new</u> units. If the units already exist (i.e. are offered on another programme) this should be stated. 	<p>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.</p>
5. Addition of a PG Cert or PG Dip as an Entry Award (students will follow the same taught units as students on the Masters programme)	
<p style="text-align: center;">Documentation</p> <ul style="list-style-type: none"> • Programme amendment form <p><i>The rationale should set out the reasons for the change, evidence of market demand, and the expected impact for the student experience.</i></p> <ul style="list-style-type: none"> • Revised programme specification (showing tracked changes) • New/revised programme structure • Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. • IS / eLearning Resources Form <p><i>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</i></p>	<p style="text-align: center;">Considerations</p> <p>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.</p> <p>Has consideration been given to the programme structure of the new award for students who may wish to upgrade to a higher award?</p> <p>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</p>

<p><i>name.</i></p> <ul style="list-style-type: none"> • Tuition Fee Approval Form: 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. 	<p>responsibilities for these areas can be included in the notification and are aware of the materials that need to be changed.</p> <p>Student Fees will need to be notified of the fee by means of the Tuition Fee Approval Form.</p> <p>Faculty will create a new programme and plan code for the newly named programme.</p>
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6. Addition of new UMW programme where on-campus already exists (or vice-versa).

Documentation	Considerations
<ul style="list-style-type: none"> • Programme amendment form <p><i>The rationale should explain the introduction of the programme and any impact for the student experience.</i></p> <p><i>Provide an indication of expected student recruitment for the next three years, as a result of promoting the programme in this way.</i></p> <p><i>Consideration should be given to the impact on other programmes within the University.</i></p> <ul style="list-style-type: none"> • Revised programme specification (with changes tracked) • New/revise programme structure • Unit specifications for any new units or those with changed credit weighting; • Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. <p><i>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.</i></p> <ul style="list-style-type: none"> • Financial model: 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, Library Resources, IS / eLearning resources are in place or agreed to be provided for any <u>new</u> units. If the units already exist (i.e. are offered on another programme) this should be stated. • Tuition Fee Approval Form: A tuition fee form 	<p>Your Faculty T&L Officer and UMW should be consulted and involved in the discussions of this proposed amendment.</p> <p>Are there any changes to the credit model of course units e.g. 15 credit model to 20 credit model?</p> <p>Are there any additions or changes to course unit content?</p> <p>Will the programme be delivered online only, or through blended learning?</p> <p>Has an external advisor been consulted?</p> <p>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.</p> <p>The IS / eLearning resources Form should be completed in discussion with a School Learning Technologist (LT) and UMW. This aims to assist in establishing whether the change proposed will involve any additional eLearning resource, and to highlight potential enhancement opportunities.</p> <p>The Form must be signed by the Faculty eLearning Manager, UMW Head of Distance Learning Operations, and the Humanities IS Partner must also sign to approve any additional IS resources that will be required.</p> <p>Faculty will create a new programme and plan code for the newly named programme.</p>

should be completed for the proposed programme.	
7. Mode of delivery changes that substantially increase or decrease contact hours (e.g. changing wholly from or to distance learning)	
Documentation	Considerations
<ul style="list-style-type: none"> • Programme amendment form <p><i>The rationale should explain the reason for the change and any impact for the student experience.</i></p> <ul style="list-style-type: none"> • Revised programme specification (with changes tracked) • Unit specifications for units undergoing change. • Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. <p><i>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.</i></p>	<p>Are there any additions or changes to course unit content?</p> <p>Has the External Examiner been consulted?</p> <p>If applications have already been made to the programme, all applicants and offer holders should be informed of this change so they can consider if they still wish to proceed with their application.</p> <p>All current/registered students affected by this change must receive an individual written communication.</p> <p>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.</p>
8. Change of award e.g. BSc to BA, MSc to MA.	
Documentation	Considerations
<ul style="list-style-type: none"> • Programme amendment form <p><i>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)</i></p> <ul style="list-style-type: none"> • Revised programme specification (with changes tracked) • New/revised programme structure • Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. <p><i>Consideration should be given to the impact on other programmes within the University.</i></p> <p><i>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</i></p>	<p>The current Programme External Examiner should be consulted for his/her views on the proposed change(s).</p> <p>Current students should be consulted for their views on the proposed change(s).</p> <p>If applications have already been made to the programme, all applicants and offer holders should be informed of this change so they can consider if they still wish to proceed with their application.</p> <p>If the change affects registered students, individual written assent is required from all students within the cohort for the change to be implemented.</p> <p>Schools and Faculty will need assurance that the aims and intended learning outcomes of the programme have been reviewed in light of the new award.</p> <p>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</p>

name.	responsibilities for these areas can be included in the notification and are aware of the materials that need to be changed.
9. Loss/gain of PSRB accreditation.	
<p style="text-align: center;">Documentation</p> <ul style="list-style-type: none"> • Programme amendment form; • Revised programme specification (with changes tracked); • Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. <p><i>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.</i></p>	<p style="text-align: center;">Considerations</p> <p>The School must be assured that the changes do not require amendment to the aims and intended learning outcomes of the programme.</p> <p>If applications have already been made to the programme, all applicants and offer holders should be informed of this change so they can consider if they still wish to proceed with their application.</p> <p>All current/registered students affected by this change must receive an individual written communication.</p> <p>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.</p>
10. Material changes to programme learning aim/outcomes e.g. owing to significant PSRB updates, or structural change to the programme etc.	
<p style="text-align: center;">Documentation</p> <ul style="list-style-type: none"> • Programme amendment form <p><i>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)</i></p> <ul style="list-style-type: none"> • Revised programme specification (with tracked changes;) • Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. <p><i>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.</i></p> <ul style="list-style-type: none"> • New/revised programme structure; • Unit specifications for core units and any new optional units; • Revised unit matrix; • Financial model: Indicating projected contribution 	<p style="text-align: center;">Considerations</p> <p>Changes in this category should be discussed with your Faculty T&L Officer to determine if the proposed changes merit the request being considered as a new programme proposal rather than a major amendment.</p> <p>An external advisor, and PSRB where appropriate, should review the proposed changes.</p> <p>The current Programme External Examiner should be consulted for his/her views on the proposed change/s.</p> <p>Unanticipated/unavoidable circumstances which give rise to this amendment should be discussed with Faculty.</p> <p>If this change affects existing students, all those affected should be informed individually of this change.</p> <p>If applications have already been made to the programme, all applicants and offer holders should be informed individually of this change so they can</p>

<p>for the next three years;</p> <ul style="list-style-type: none"> Resource forms: provided to give assurance that General Resources, Library Resources, IS / eLearning resources are in place or agreed to be provided for any <u>new</u> units. If the units already exist (i.e. are offered on another programme) this should be stated. 	<p>consider if they still wish to proceed with their application.</p> <p>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.</p>
11. Addition or change to compulsory/core units.	
Documentation	Considerations
<ul style="list-style-type: none"> Programme amendment form <p><i>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)</i></p> <ul style="list-style-type: none"> Revised programme specification (with tracked changes;) Revised marketing information: UG Marketing and Admissions Information Form OR Postgraduate Marketing Template. <p><i>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.</i></p> <ul style="list-style-type: none"> New/revised programme structure; Unit specifications for core units and any new optional units; Revised unit matrix; Financial model: Indicating projected contribution for the next three years; Resource forms: provided to give assurance that General Resources, Library Resources, IS / eLearning resources are in place or agreed to be provided for any <u>new</u> units. If the units already exist (i.e. are offered on another programme) this should be stated. 	<p>The current Programme External Examiner should be consulted for his/her views on the proposed change/s.</p> <p>Unanticipated/unavoidable circumstances which give rise to this amendment should be discussed with Faculty.</p> <p>Have current students been consulted about the proposed changes?</p> <p>If applications have already been made to the programme, all applicants and offer holders should be informed of this change so they can consider if they still wish to proceed with their application.</p> <p>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.</p> <p>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.</p> <p>The IS / eLearning resources 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.</p>

12. Changes to optional units that significantly reduces optionality or substantially impacts intended learning outcomes.	
Documentation	Considerations
<ul style="list-style-type: none"> • Programme amendment form <p><i>The rationale should set out the reasons for the change and the expected impact for the student experience.</i></p> <ul style="list-style-type: none"> • Revised programme specification (with tracked changes;) <p><i>Proposals should include URLs/references directing the School and Faculty to other sources of marketing material that will need to be updated with the new name.</i></p> <ul style="list-style-type: none"> • New/revised programme structure; • Revised unit matrix; 	<p>The current Programme External Examiner should be consulted for his/her views on the proposed change/s.</p> <p>Unanticipated/unavoidable circumstances which give rise to this amendment should be discussed with Faculty.</p> <p>Have current students been consulted about the proposed changes?</p> <p>If applications have already been made to the programme, all applicants and offer holders should be informed of this change so they can consider if they still wish to proceed with their application.</p> <p>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.</p>
13. Introduction or withdrawal of a mode of summative assessment e.g. from 100% coursework to 50% coursework and 50% exam, and vice versa.	
Documentation	Considerations
<ul style="list-style-type: none"> • Programme amendment form <p><i>The rationale should set out the reasons for the change and the expected impact for the student experience.</i></p> <ul style="list-style-type: none"> • Revised programme specification (with tracked changes); • Revised unit specification (with tracked changes). 	<p>The School should be assured that the Subject External Examiner has been consulted about the changes to the assessment weightings, and is satisfied that they are appropriate.</p> <p>Have current students been consulted about the proposed changes?</p> <p>Schools must ensure that applicants and current students are informed of the changes, as this is a change to material information and a CMA requirement.</p> <p>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.</p>
14. 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
<ul style="list-style-type: none"> • Programme amendment form; • Revised programme specification (showing tracked changes); • New/revised programme structure • 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 OR Postgraduate Marketing Template; • Unit specifications 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, Library Resources, IS / eLearning resources are in place or agreed to be provided. <p>Changes which involve addition of distance learning elements should refer to the Faculty's Distance Learning Framework. It is expected that distance learning programmes should follow the NPP process.</p> <p>Changes which involve the addition of a placement or study abroad option should refer the Faculty's Guidance on Approving Student Placements.</p>	<p>The School must be assured that the changes do not require amendment to the aims and intended learning outcomes of the programme.</p> <p>If these are new units, are other units being removed from the programme?</p> <p>Unit efficiency should be considered – e.g. are the units available to other programmes; will there be sufficient demand for these units?</p> <p>Have External Examiners been consulted about the proposed changes?</p> <p>Faculty must be notified of the change through receiving an updated programme specification from the School, for information.</p> <p>The IS / eLearning resources 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.</p> <p>Introduction of a collaborative element to the programme will require collaborative approval.</p> <p>Mandatory change to mode of delivery or introduction of study abroad/placement year</p> <ul style="list-style-type: none"> • If applications have already been made to the programme, all applicants and offer holders should be informed of this change so they can consider if they still wish to proceed with their application. • If the change affects registered students, individual written assent is required from all students within the cohort for the change to be implemented. <p>Optional study abroad/placement year</p> <ul style="list-style-type: none"> • Students/applicants should be informed of the option available to them.
15. Updates to additional costs to students NOT in line with Additional Costs Policy .	
Documentation	Considerations

<ul style="list-style-type: none"> • Programme amendment form <p><i>The rationale should set out the reasons for the change and the expected impact for the student experience.</i></p> <ul style="list-style-type: none"> • Revised programme specification (with tracked changes). 	<p>All applicants and current/registered students should be informed where the cost links to a mandatory activity and/or where it has a direct impact on the outcome of academic success for the student.</p> <p>If applications have already been made to the programme, all applicants and offer holders should be informed of this change so they can consider if they still wish to proceed with their application.</p> <p>If the change affects registered students, an alternative low cost option must be offered where difficulties are raised, or the change implemented for new cohorts only.</p> <p>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.</p>
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