

COURSE AMENDMENT PROCEDURE

Quality Assurance and Enhancement
October 2023



Course Amendment Procedure

Introduction

1. This procedure is the operational guide to the amendment element of the Course Approval and Amendment Policy (for courses 60 credits and over).
2. The procedure aims to be proportionate, evidence-driven, and peer-led and is informed by the UK Quality Code for Higher Education.
3. Proposals for amendments do not require strategic approval and can be submitted directly to the School Academic Committee (SAC) for academic approval.

Editorial Amendments

4. These are changes which will not alter the outcome or the nature of a course or module. They do not require approval but students may need to be notified (e.g. update to texts).
5. Editorial amendments should be submitted to Quality Assurance and Enhancement (QAE) in the form of amended documentation. SITS will then be updated and previous versions archived. For institution wide editorial amendments e.g. removal of a central resource, QAE will liaise with Schools / Institutes to facilitate the required changes.
6. Changes to course and module marketing information can be completed by the School in consultation with Marketing as required.

Substantive Amendments

7. These are changes that are likely to affect how the students and/or applicants will experience a course or module.
8. They require approval by School Academic Committee and may require student and/or applicant consultation and External Examiner consultation.
9. Substantive Amendments include amended course titles, the addition of pathways to an existing course and changes to the credit structure.
10. Changes for implementation in the following academic year (for both on campus and partner provision) should be considered by the January SAC of the prior academic year.
11. Any amendments submitted outside of this time frame will only be considered in exceptional circumstances. Any exceptional requests should be discussed and agreed with the Head of Quality Assurance and Enhancement before submission to the relevant School Academic Committee.
12. A course or module should normally be delivered for one full cycle before amendments will be considered.
13. When making any changes that will affect an apprenticeship, the relevant mapping to the apprenticeship Knowledge, Skills and Behaviours should be reviewed.

14. For courses with PSRB accreditation, the impact on this will be assessed and incorporated as required.
15. Substantive Amendment proposals should be submitted to the School Academic Committee on the Amendment Proposal Form (APF) with the necessary supporting documentation (as indicated on the APF). Proposals which do not contain the full set of supporting documentation will not be considered.
16. Completed proposals will be submitted and considered at the next available SAC meeting. Requests for Chair's action should be discussed with QAE and will only be considered in exceptional circumstances.
17. The SAC will make one of the following outcomes:
 - **Approval.**
 - **Referral.** This will be for additional work and resubmission to the next meeting or approval by chairs action.
 - **Not Approved.**
18. The SAC will also make a judgement on whether the amendment adds to the accumulation of change to a course and whether it should prompt a revalidation for the following academic year. The accumulation of change is recorded by QAE from the point of the last validation and SACs are responsible for ensuring that courses do not move significantly away from that originally validated without full oversight. SACs and the Associate Deans for Students are responsible for determining if a revalidation is required. Revalidations will normally be instigated in the following circumstances:
 - Where there is a significant accumulation of major amendments (normally more than one third of the course)
 - Significant changes to the mode of delivery (e.g. via introduction of a Flexible and Distributed Learning mode or an alternative programme delivery location)
 - PSRB(s) require revalidation when amendments are made.

SACs and ADS may seek additional advice and guidance from the Head of Quality Assurance and Enhancement or the Quality Manager for Course Amendment, where needed. The impact on the Employability Framework Mapping will also be considered when substantive amendments are made.
19. Substantive Amendment proposals must be introduced to SAC by a member of staff who has sufficient knowledge of the proposal to explain and answer questions from the Committee.
20. Substantive Amendment proposals for changes to dual awards will be considered by the relevant Joint Management Committee (JMC) before submission to SAC for final approval.

