

Course Amendment Process



Introduction

1. This process is the operational guide to the amendment element of the Course Approval and Amendment Policy.
2. The process 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 (eg update to texts).
5. Editorial amendments should be submitted to the Quality Officer (QO) in the form of amended documentation. The QO will update SITS and archive previous versions accordingly.
6. Changes to course and module marketing information can be completed by the School as per School practice.

Substantive Amendments

7. These are changes that are likely to affect how the students and/or applicants will experience a course or module. They require approval by School Academic Committee and may require student and/or applicant consultation and External Examiner consultation.
8. Substantive Amendments include amended course titles, the addition of pathways to an existing course and changes to the credit structure.
9. Amendments should normally be submitted nine months in advance of the proposed date of implementation and should not normally be proposed for the current academic year. The School Academic Committee may exceptionally consider proposals submitted outside of this timeline at the Chair's discretion.
10. Changes for September implementation should normally be received by the relevant School Academic Committee by the end of December of the prior academic year. Changes for January implementation should normally be received by the relevant School Academic Committee by the April of the prior academic year.
11. A course or module should normally be delivered for one full cycle before amendments will be considered.

12. When making any changes that will affect an apprenticeship, the relevant mapping to the apprenticeship Knowledge, Skills and Behaviours should be reviewed.
13. 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.
14. 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.**
15. In approving a proposal, the SAC may also make:
 - **Conditions.** These must be met before the amendment can be implemented and the SAC will set a date by which conditions must be met.
 - **Requirements.** These must be met by a date determined by the SAC, which can be after the implementation of the amendment.
 - **Recommendations.** These are suggestions which the SAC feel will enhance or improve the proposal but are not essential and need not be pursued.
16. 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 the secretary 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, or equivalent, are responsible for determining if a revalidation is required. Revalidations should be instigated in cases which could include:
 - Any changes to the structure of the programme via the removal and/or addition of compulsory modules
 - The withdrawal, addition or re-designation of optional modules as co-requisites or pre-requisites (where such changes impact on a substantial number of optional modules equating to 30% or more of the credit weighting for any single level of study, for example 40 credits at undergraduate or 60 credits at postgraduate level).
 - Changes to the programme title and/or award, where this reflects changes to programme content
 - 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 Academic Quality or the Quality Manager for Course Design and Validation, where needed.

17. The response to the conditions, requirements or recommendations must be submitted to the SAC Secretary by the deadline agreed at the meeting and recorded in the minutes, with the documentation required by the committee.

18. 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.
19. Where a Substantive Amendment proposal relates to modules or courses which are delivered via a franchise arrangement by a collaborative academic partner, a representative from Collaborative Academic Partnerships should be present for the discussion.
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.