

Course and Module Amendment Procedure



1. Introduction

This Procedure outlines the process for making changes to courses and modules at the University.

Responsibility for considering and approving course and module changes rests with the School Academic Committees for all provision except dual awards for which Quality and Enhancement Committee must approve any substantive changes.

2. Categorisation of Amendments

Amendments are divided into two categories: *Editorial* and *Substantive*. Please see Appendix A for an indicative list of categorisations.

2.1 Editorial Amendments are changes which will not alter the outcome or the nature of the course or module. These do not require approval but students may need to be notified of the changes as required (i.e. updates to reference texts).

Editorial amendments must be submitted to a Quality Administrative Officer (QAO) in the form of amended documentation. The QAO will update SITS and archive previous versions accordingly.

Changes to course and module marketing information can be completed by the School as per School practice.

2.2 Substantive Amendments are changes that are likely to affect how the students and/or applicants will experience the course or module. These require approval by the School Academic Committee¹ and may require student and/or applicant consultation.

Substantive Amendment proposals should be submitted on the Amendment Proposal Form (APF) and considered by the School Academic Committee with appropriate supporting documentation.

3. Timelines for Amendment Proposals

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.

Changes for September implementation should normally be received by the relevant School Academic Committee by the end of December of the prior academic year.

For January implementation, amendment proposals should normally be received by the School Academic Committee by the April of the prior academic year.

¹ Quality and Enhancement Committee for dual awards; please see section 4.5

A course or module should normally be delivered for one full cycle before amendments will be considered.

4. Process for Making Amendments

4.1 Amendment Proposal Form

Course and Module Leaders planning to propose a substantive amendment should complete all relevant sections of the Amendment Proposal Form (APF) and provide relevant supporting documentation (see Appendix B), including evidence of appropriate consultation (see Appendix C). Collaborative Academic Partners wishing to request changes should liaise with the Academic Link Tutor (ALT) to complete the APF and supporting documentation.

Approval from the Head of Department is also required. The completed documents should then be submitted to the Quality Administrative Officer for consideration at the School Academic Committee.

4.2 School Academic Committee Consideration

The School Academic Committee will only consider proposals for which the full paperwork has been presented. The School Academic Committee will make the following decision:

1. Whether the amendment proposal should be approved.

For course amendments only, a second decision will be required:

2. Whether the accumulation of amendments on each affected course should prompt a revalidation for the following academic year's provision.

Proposals which are referred by School Academic Committee should be resubmitted for reconsideration.

4.3 Monitoring Accumulation of Change

The School Academic Committee is responsible for monitoring the accumulation of change on a course. When each substantive amendment proposal is received by the School Academic Committee, the Quality Administrative Officer will also provide a record of the previously approved substantive amendments on the relevant course(s) since the last periodic review or validation (whichever is most recent).

The School Academic Committee is responsible for holistically assessing if the accumulation of change is such that the course(s) has significantly changed since the previous periodic review or validation. If the School Academic Committee judges that the course(s) has changed extensively, a revalidation will be initiated (please see the [Course and Delivery Approval Procedure](#)).

Principles to guide and inform School Academic Committees when considering whether the accumulation of amendments should prompt a revalidation are outlined at Appendix D.

4.4 Course Title Changes

If a course title change is approved by the School Academic Committee, the proposal should be submitted to Quality and Enhancement Committee for final approval.

4.5 Dual Awards - Consideration by Joint Management Committee

Course and module changes for dual awards will be considered by the relevant Joint Management Committee (JMC), with outcomes reported to the relevant SAC(s). Final approval of course and module changes for dual award provision rests with Quality and Enhancement Committee.

4.6 Notification of Decision

The Quality Administrative Officer will notify the proposer and other professional support services of agreed changes. It is then the proposer's responsibility to notify the module or course team and students and/or applicants.

Applicants should be notified when an amendment proposal is approved that will affect their experience of the course in a way that is different to when they were made an offer. Where offer letters are issued by partners, the partners will be responsible for formally communicating the changes.

The Quality Administrative Officer will notify the secretary of Quality and Enhancement Committee of any decisions to prompt a revalidation.

4.7 Annual Review of Decisions

The Quality Enhancement Service will undertake an annual review of decisions made by the School Academic Committees in accordance with this procedure for consideration by Quality and Enhancement Committee.

Appendix A

Indicative List of Editorial and Substantive Amendments

The purpose of this list is to inform and guide School Academic Committee and is not to be considered comprehensive. Please contact your Quality Administrative Officer for additional guidance.

Module Amendments:

Amendment Example	Category
Change of module leader	Editorial
Update to module reference texts	Editorial
Change to module delivery	Editorial
Change to web module descriptions	Editorial
Change to module learning outcomes	Substantive
Change to module assessment details	Substantive
Change to module indicative content	Substantive
Change to pre-requisite module(s)	Substantive
Addition of award-specific regulation	Substantive
Change to module learning strategies	Substantive

Course Amendments:

Amendment Example	Category
Change of course leader	Editorial
Change to course title	Substantive
Change to programme outcomes	Substantive
Change to award entry requirements	Substantive
Change to course duration	Substantive
Change to named intermediate awards	Substantive
Replacement of a core module	Substantive
Addition of a module to an options group	Substantive
*Addition of a mode of delivery	Substantive
*Addition of an entry point	Substantive

*The Course Planning Form must have strategic approval by the School Management Team prior to School Academic Committee consideration. For further details please see the [Course and Delivery Approval Procedure](#).

Appendix B

Supporting Documentation

The following documentation should be provided in addition to the Amendment Proposal Form:

Module Amendments:

- Evidence of required consultation – please see Appendix C
- Updated/new module descriptor
- If learning outcomes are amended on a core module, a matrix of learning outcomes on all core modules on the course must be provided, demonstrating the programme learning outcomes can still be met by the core modules.
- Updated apprenticeship handbook*

Course Amendments:

- Evidence of required consultation – please see Appendix C
- Updated programme specification
- If core modules are removed or the credit value is changed, a matrix of learning outcomes on all core modules on the course must be provided, demonstrating the programme learning outcomes can still be met by the core modules.
- Updated apprenticeship handbook*

All amended documentation should clearly illustrate the differences between the original and the proposed version i.e. through tracked changes.

The School Academic Committee will also receive the relevant amendment history for the course/module – this will be provided by the Quality Administrative Officer.

*For apprenticeship provision only if the amendment requires a change to the apprenticeship handbook.

Appendix C

Consultation

Consultation should always be sought as required prior to submission. If a proposal is received without evidence of required consultation it will not be presented for consideration by the School Academic Committee.

Groups to consult:

Other Schools and Departments must be consulted where a proposed amendment affects their provision.

Professional, Statutory and Regulatory Body (PSRB) consultation/approval should be sought as required. Schools wishing to make amendments to accredited courses should consult with the relevant PSRB about the proposed changes and provide evidence in the amendment proposal of the feedback received (for example a copy of the relevant email correspondence). Should the terms of an accreditation state that the PSRB does not need to be consulted about changes, evidence of this must be presented with the amendment proposal (for example the original accreditation report). A Quality Administrative Officer will be able to advise if the course or module has PSRB requirements.

Partner institutions should be consulted if they deliver the course and/or module that the amendment proposal affects. Academic Link Tutors are responsible for liaising with the partner(s) in consultation with Collaborative Academic Partnerships.

External Examiners should be consulted where applicable. Module external examiners should be consulted for amendments to a module at a level which contributes to the final award. Award external examiners should be consulted for amendments to the course overall.

Students and apprentices should be consulted when the amendment proposal will affect their experience of the course or module in a way that is different to when they enrolled on the course or module. The proposing team should notify existing students via the VLE or e-mail and allow two weeks for responses. All responses should be considered. A null response will be treated as a supportive response.

Employer Partnerships should be consulted when the amendment proposal affects apprenticeship provision.

Applicants should be notified of any approved substantive amendments prior to their enrolment.

Appendix D

Principles of Revalidation

These principles are designed to guide and inform School Academic Committees when deciding whether the accumulation of amendments should prompt a revalidation.

- Have learning outcomes for the programme significantly changed?
- Have changes to core modules substantively affected the course structure? E.g. significant changes to content, credit value amendments etc.
- If a course title change is proposed, is the course content appropriate for the newly marketed title?
- Are small changes being frequently made to components of the course indicating that a full review of the curricula would be beneficial?
- Has the apprenticeship standard been revised by the Institute for Apprenticeships?