PROGRAMME AMENDMENT POLICY

Scope

All taught programmes leading to an award of City, University of London.
Specific arrangements for validated provision are set out in the Validation and Institutional Partnerships Handbook.

Senate Regulations

Regulation 15 – Undergraduate Programmes
Regulation 16 – Graduate Programmes
Regulation 17 – Postgraduate Programmes
Regulation 19 – Assessment Regulations

Date approved/re-approved
May 2018

Date for review
To be reviewed every three years, with allowance for minor annual updates of roles and responsibilities by Educational Quality Committee, as required

To be read in conjunction with:
Quality Manual, Section 3.

Equality and Diversity Statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

Programme Amendment Policy

This policy relates to:
- Amendments to existing modules or programmes of study, that lead to an award of the University.
- The proposal of new modules within an existing programme.

New modules proposed as part of a new programme will be considered through the Programme Approval process.

Principles

City, University of London is committed to the continual development of its programmes, taking account of student feedback, developments within the relevant discipline, pedagogic practice, Periodic Review, as well as in response to views of external examiners and professional, statutory and regulatory bodies.

City must ensure that any proposed changes to modules and programmes are academically sound, align to City's Vision and Strategy, meet City's Credit Framework, and can be appropriately resourced. Programme and module amendments must therefore be formally approved as outlined below.

Types of Amendment

The approval process for amendments to both modules and programmes is dependent on the degree of change that is being proposed, and the potential impact on the structure of the programme, resourcing and the student learning process. The key factors in determining the type of change are consideration of the impact of the proposed change for:

- the structure and balance of the programme in relation to its educational aims
- the learning outcomes and content
- the wider practical implications for the student learning experience.

There are three types of amendments: editorial, minor and major. Examples of each are given as illustrations. Further guidance on the classification of amendments can be obtained from Student and Academic Services.

Editorial Amendment

Editorial changes are amendments that do not change the outcomes or nature of the module or programme.

Examples of editorial amendments include:

- Clarification of existing content, including variation to the content of individual lectures, seminars or discipline specific delivery methods that occur within a module, without diverging from the overall approved module specification.
- Updating factual information, for example changes to a School or Department name, or updating URLs.
- Updating of reading lists, which have been approved by the Library.

Minor Amendments

Minor amendments are changes that have implications for how a module/programme is delivered and/or assessed, which do not amount to a major change.

Examples of minor amendments include:
- Change to a module title
- Changes to assessment within a module
- Minor variations in content
- Changes to pre- and co-requisites
- Approval of new modules
- Discontinuation/suspension of modules
- Changes to learning outcomes of a module
- Changes to the credit value or level of a module
- Changes to the weighting of modules/assessment within the overall degree
- Changing of modules from core to elective and vice versa

Where modules have been suspended, they will be automatically withdrawn if they have not been reinstated within 3 years.

Major Amendments

Major amendments are those that change the learning outcomes, the nature of a large part of an entire programme, or a significant material change which would affect the marketization of the programme.

Examples of major amendments are:
- Change to the title of a programme of study
- Change to the educational purpose of a programme which results in substantial change to the programme aims, learning outcomes, teaching and learning and/or assessment strategy as set out in the Programme Specification, e.g. addition of a mode of study, curriculum redesign, increase or decrease in the total number of credits for the programme
- Substantive change to a number of modules which would impact on the overall programme learning outcomes.

Major amendments require institutional level approval. The nature of the approval process will be proportionate to the change being proposed. Dependent on the scale of the change, major amendments may need to be considered through the full Programme Approval Process. Further guidance on the scale of the proposed change, and the process for consideration and approval, should be sought from Student and Academic Services.

Consultation and communication with current students and applicants

City has a legal responsibility to provide clear and accurate information to students and applicants on their programme of study, as well as any material changes. If a suggested amendment could have altered a student's decision to take up an offer on a programme, should they have known about it in advance, then the consent of all affected students on a programme will need to be obtained.

If proposed changes to modules and programmes affect published and/or material information, it is expected that the views of students on the programme are taken into consideration prior to the proposed change being formally considered, normally through Staff Student Liaison Committees (SSLCs).

Areas which need careful consideration include:

- Entry requirements
- Core modules
- Core hours
- Assessment
- The range of elective modules offered
- Award name
- Length of course
- Professional accreditation
- Additional costs

Applicants and students must be informed of changes to material information at the earliest possible opportunity. Major changes to undergraduate programmes will normally be approved by the start of the UCAS application cycle. This is in order to avoid informing applicants of substantial changes to programmes at the time of making an offer, or after an offer has been made. Further details relating to student consultation are provided in the Programme Amendment Guidance.

Timely communication should also take place with current students for changes impacting the programme which fall outside the scope of this policy, e.g. changes to the core group of academic staff for a programme to maintain academic expertise due to a staff departure, sabbatical leave or reallocation of teaching responsibilities.

Timings for Approval

The purpose of establishing deadlines is to ensure that timely and clear information can be made available to students and applicants to inform their academic choices. The deadline for changes to modules and programmes are detailed in the programme amendment guidance.

All amendments should be submitted to Student and Academic Services by the published deadline.

In the event of significant unforeseen circumstances, the Deputy President and Provost retains the discretion, advised by Student and Academic Services, to consider approval of minor changes to modules and programmes after the published deadline. In such circumstances, careful consideration will be given to appropriate consultation and/or communication with students, and where appropriate, applicants. Advice should be sought from Student and Academic Services in the first instance.

Amendment Approval

City monitors and takes oversight of cumulative change within its programmes of study to ensure that the educational purpose and coherence remains appropriate. To enable this School Programme Approval and Review Committees should review annually all proposed amendments across a programme for the following academic year.

This ensures that City is meeting its regulatory expectation to have oversight of cumulative change on a programme, and for programme teams and PARC to view proposed changes to a programme or assessment strategy holistically, and consider the impact on the student experience. Information on shared modules can be found in the Guidance.

A record of programme amendments should be considered during the Annual Programme Evaluation. An overview of amendments made between each Periodic Review will be included as part of the Periodic Review documentation.

Where the volume of cumulative change for a programme constitutes a major amendment, a programme may be required to seek re-approval through the Programme Approval process. The Periodic Review process may also be used for this purpose if it is considered appropriate. Advice should be sought from Student and Academic Services where a PARC considers the volume of cumulative change to amount to a major amendment.

Editorial amendments

Editorial amendments can be undertaken at any time and do not require formal approval. Changes to module specifications should be submitted to the PARC Secretary for checking and monitoring. Once authorised by the PARC Secretary these changes are then made with immediate effect.

Minor amendments

Minor amendments require approval from the School PARC, which has delegated authority from the Board of Studies, after appropriate consultation with students.

PARC is responsible for consideration of proposed amendments at a level of detail reflecting the classification of proposed change. The Committee should assure itself that:

- there is a sound case for the proposed amendment
- students have been effectively consulted and, where appropriate, are favourable to the proposed amendment
- City's legal obligations with regard to the accurate and timely dissemination of information to students and potential students are not compromised by the amendment
- there remains a coherent and academic rationale for the content, structure, delivery and assessment of the provision
- any proposed changes to assessment continue to enable students to meet the learning outcomes
- the educational aims and learning outcomes remain appropriate
- the any additional resourcing required by the amendment has been agreed by the School

Where appropriate, Schools should seek input from the relevant Professional Services in advance of the submission of changes.

Major amendments

A major amendment should first be approved by PARC, according to the above criteria for minor amendments. If satisfied, the proposed major amendment must then be agreed by the Deputy President and Provost, advised by Student and Academic Services or the University Programme Approval Committee (UPAC). Where a major amendment may involve a change of degree title, the strategic and market implications for City and the potential impact on student recruitment will be considered.

Following Approval

PARC Secretaries are responsible for the timely forwarding of final versions of documentation to Student and Academic Services for final approval. Student and Academic Services will liaise with the relevant Professional Services to ensure that the module and/or programme information is updated and correct on internal systems.

Programme Directors are responsible overall for ensuring that students are provided with up to date information about their current programme, including their choice of options. In particular, Programme Directors are responsible for notifying all affected current students, in writing, at the earliest opportunity of any approved changes to their module(s)/programme(s) (including any new modules), and for ensuring that the programme handbook(s) and programme specification(s) are amended appropriately.

Monitoring

Student and Academic Services will provide an annual report to Educational Quality Committee and Senate giving an overview of programme amendments.

Policy Title	
Programme Amendment Policy	
Policy Enabling Owner and Department	**Responsible for Implementation and Department**
Student & Academic Services (S&AS)	S&AS
Approving Body	**Date of Approval**
Senate	May 2018
Last Reviewed & Version	**Review Due Date**
May 2018 (V1)	May 2021
Publication of Policy *(tick as appropriate)*	
For public access online (internet)? ☑	**For staff access only (intranet)?** ☐
Website Link: **https://www.city.ac.uk/about/education/quality-manual/3-programme-development-approval-and-amendment**	**Intranet Link:**
Storage of Policy *(Previous versions of the policy must be stored in the drive by the author)*	
Drive Address: S:\QUAD\Policy and Regulation Changes for 2017-18	
Queries about this policy should be referred to	
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