Academic Developments
Amendments to Existing Programmes and Modules

Scope

Schools/Institutes are permitted to make amendments to existing programmes and modules, referred to as 'Major' and 'Minor' amendments. These are amendments which normally have a direct impact on the academic experience for students and may be through, but not limited to, the creation of a new module, amendments to an existing module, replacing or removing a module or a change to programme diet. A typical list of the types of amendments can be found in Appendix A.

It is the responsibility of the proposer, in consultation with the Head of School/Director for Education, to ensure any proposed amendments are considered and recorded at the relevant Education Committee for scrutiny and approval, before submission to DGLS. This is also to ensure that the rationale for the change is based on evidence e.g. student feedback, and the focus of the change is enhancing the learning opportunities to all students as well as assuring the quality and standards are maintained. The Academic Quality and Standards team (AQS) will keep a record of the approved modifications for audit purposes.

The Academic Development calendar provides the timelines for when amendments should be approved and processed. This is particularly important for 'Material' and 'Non-Material' modifications to ensure Queen Mary meets its Competition and Markets Authority (CMA) obligations and, importantly, the Office for Students (OfS) Conditions of Registration. Staff should refer to the timelines when considering proposed amendments to ensure that major and material changes and amendments are not being made when the relevant recruitment cycle has started.

The approved programme or module amendment will be delivered in its new format in the following academic year, unless otherwise stated. In-year changes are not permitted unless there are exceptional circumstances which are normally outside of the University's control. All relevant documentation such as the programme specification, module specifications, Moodle sites, and programme websites must be updated as appropriate.

Impact and Consultation

When Schools/Institutes are making programme or module amendments, they must consider the impact of the amendment on the overall programme. Consultation must take place with stakeholders through the normal channels. This must include:

- External Relations, Marketing and Admissions – Faculty and School/Institute Marketing Managers
- A Programme Director or Head of School from a supporting School where shared provision exists, (if applicable)
- External Examiners (if applicable)
- Any Professional, Statutory or Regulatory Body (if applicable)
- Offer holders and/or current students in line with our CMA obligations.

Definitions and Limitations

Amendments to existing programmes and modules are defined as 'Major' or 'Minor' for the purpose of making required curriculum modifications to an existing programme and assessing whether the proposed amendments to the programme require a larger review.

Major curriculum amendments to the programme may require approval via TPB to safeguard the academic standards of the award. This also ensures that programmes and modules remain coherent and aligned to the originally approved learning outcomes (unless these are being amended). See Appendix A for a full list of definitions.

Minor changes are unlimited.

Exceptions
There are exceptions to the rule, such as apprenticeship programmes based on contractual agreements, and programmes accredited by PSRBs. If you are in any doubt about the volume or type of changes which can be made, contact the Academic Quality and Standards team.

Documentation Required

The proposer of the amendment, normally the Module Organiser or Programme Director should complete the relevant forms before submitting to the School/Institute Education Committee for approval. This will be one of the following:

Module Amendment Form (MAF) (including updated module specification) – For amending an existing module.

Module Proposal Form (MPF) (including new module specification) – For proposing a new module as part of a programme amendment, a programme proposal, or as a standalone module for an existing programme.

Module Withdrawal Form (MWF) – For withdrawing an existing module to take it out of use permanently.

Programme Amendment Form (PAF) (including updated programme specification(s)) – For amendments to a programme, excluding programme title changes.

Programme Title Change Form (PTCF) (including updated programme specification(s)) – For amendments to a programme title. These amendments require the input of External Relations, Admissions and require the approval of Faculty.

Programme Withdrawal/Suspension Form (PWF/PSF) – For withdrawing or suspending a programme. These amendments require the input of External Relations, Admissions and require the approval of Faculty.

Once the forms are completed and approved by the Education Committee, the Head of School signs the form(s) and the School/Institute will co-ordinate submission of the final signed form to DGLS for scrutiny and approval.

It is the responsibility of the proposer, and the School/Institute, to ensure the Academic Development timelines are followed. Proposals which are submitted out of cycle may be rejected by DGLS.

Regulatory Requirements

Internal Sources to be used in Academic Developments

- Academic Regulations
- Queen Mary Academic Credit Framework
- Principles of Academic Degree Programme Design
- Principles of Assessment Design

External Sources to be used in Academic Developments

- OfS Conditions of Registration
- Framework for Higher Education Qualifications (FHEQ)
- QAA Subject Benchmark Statements
- IfATE Apprenticeship Knowledge, Skills and Behaviours (if applicable)
- Professional, Statutory and Regulatory Body requirements (if applicable)

Appendix A

The table below defines and summarises the different types of module and programme amendments, the impact on the programme and student, the approval route and who to notify after approval. Please note this list is not exhaustive but covers typical requests. If you are in any doubt, contact Academic Quality and Standards: qualityandstandards@qmul.ac.uk

External Relations consists of Marketing and Admissions, each school/institute will have a named Marketing Manager and Admissions has a shared inbox: adm-mgrs@qmul.ac.uk if support is needed for notifying applicants and discussing any CMA issues.

Column number	Module/ Programme	Proposed amendment	Impact on programme (QM definition)	Approval route	Impact on the student (CMA definition)	Consult / Notify Current Students	Notify Prospective Students
1	Module	Module Title - where content and learning outcomes are unaffected *(new module code will be created where titles have changed)*	Minor	School / Institute Education Committee	Non-material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
2	Module	Module outline and aims - where content and learning outcomes are unaffected	Minor	School / Institute Education Committee	Non-Material	Notify students and Ext. Relations / Web teams	None
3	Module	Minor change to the learning outcomes e.g. rewording, but original LOs are still intact.	Minor	School / Institute Education Committee	Non-material	None	None
4	Module	A change to the teaching and learning strategy which does not lead to a change in the balance of learning and teaching methods at programme level.	Minor	School / Institute Education Committee	Non-material	Notify students	None

5	Module	Changes to the content description of the module specification.	Minor	School / Institute Education Committee	Non-material	Notify students and Ext. Relations / Web teams	Notify Ext. Relations / Web teams
6	Module	Minor typographical amendments/rewording of module aims/presentational issues.	Minor	School / Institute Education Committee	Non-material	None	None
7	Module	Home School, Institute, Faculty, Programme or shared programme(s) delivering the module	Minor	School / Institute Education Committee	Non-material	Notify students and Ext. Relations / Web teams	Notify Ext. Relations / Web teams
8	Module	HECoS codes	Minor	School / Institute Education Committee	Non-material	None	Notify Ext. Relations
9	Module	Pre-requisite/Co-Requisite/other pre-requisite/excluded combination modules	Minor	School / Institute Education Committee	Non-material	Notify students and Ext. Relations / Web teams	Notify Ext. Relations / Web teams
10	Module	Mode of reassessment where content and learning outcomes are unaffected	Minor	School / Institute Education Committee	Non-material	Notify students	None
11	Module	Teaching and learning profile - contact, student managed learning hours, placement hours	Minor	School / Institute Education Committee	Material	Notify students and Ext.	Notify Ext. Relations / Web teams

					Relations / Web teams	
12	Module	Assessment profile including type of assessment, weighting, word count, timings, sequencing of elements, final elements where content and learning outcomes <u>are unaffected</u>	Minor	School / Institute Education Committee	Material	Notify students if affected	None
13	Module	Location of delivery or new site delivery, including changes to the location of field trips, with no changes to the module.	Minor	School / Institute Education Committee	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
14	Module	Alternative mode of delivery e.g. block, evening, online, assessment pattern.	Minor	School / Institute Education Committee	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
15	Module	Module level (requires Module Proposal Form)	Major *(Minor for optional modules)*	School / Institute Education Committee	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
16	Module	Module credit value (requires Module Proposal form)	Major *(Minor for optional modules)*	School / Institute Education Committee	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
17	Module	Substantive changes to Learning Outcomes and/or where overall Programme Learning Outcomes are affected	Major *(Minor if LOs are unaffected)*	School / Institute Education Committee	Material	Notify students and Ext.	Notify applicants and Ext.

						Relations / Web teams	Relations / Web teams
18	Module	Assessment profile including type of assessment, weighting, word count, timings, sequencing of element, final element where content and learning outcomes <u>are affected</u>	Major	School / Institute Education Committee	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
19	Module	A change to the assessment methods which leads to a change in the overall balance of the assessment strategy at programme level e.g. removing all exams.	Major	School / Institute Education Committee	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
20	Programme	Minor changes to the Programme outline, Aims, Programme Learning Outcomes e.g. broaden, but original aims & LOs are still intact.	Minor	School / Institute Education Committee	Non-material	Notify Ext. Relations / Web teams	Notify Ext. Relations / Web teams
21	Programme	Home School/Institute delivering the Programme	Minor *(may have major implications for the School / Institute)*	School / Institute Education Committee	Non-material	Notify students and Ext. Relations / Web teams	Notify Ext. Relations / Web teams
22	Programme	Exit/interim awards – adding or removing	Minor	School / Institute Education Committee	Material *(only if removing an exit award)*	Notify students and Ext. Relations / Web teams	Notify Ext. Relations / Web teams
23	Programme	Removing a programme pathway/award within the existing provision where learning outcomes are unaffected to the main award *(a*	Minor	School / Institute Education Committee	Material	Notify students and Ext.	Notify applicants and Ext.

		closure of a pathway/award should be approved under the Programme Withdrawal procedure)				Relations / Web teams	Relations / Web teams
24	Programme	Programme Intake – creating an additional intake, removing existing intake e.g. Sept start, Jan start etc *(a closure of a programme Intake should be approved under the Programme Withdrawal procedure)*	Minor	School / Institute Education Committee	Material *(only if removing an intake)*	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
25	Programme	Elective Module - Amending, adding, removing, or replacing within a programme *(completed via the module pre-selection process)*	Minor	School / Institute Education Committee	Material *(only if removing or replacing an option)*	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
26	Programme	Compulsory/Core Module - amending, adding, removing, replacing within a programme	Major	School / Institute Education Committee	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
27	Programme	Changes to programme length (e.g. PSRB requirements, embedded Placement)	Major	Taught Programmes Board	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
28	Programme	Changes to Entry Requirements	Major	Faculty Approval / Recruitment and Admissions Strategy Board	Material	None	Notify applicants and Ext. Relations / Web teams

29	Programme	Addition or Removal of placement / study abroad requirement (or equivalent)	Major	Taught Programmes Board	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
30	Programme	Mode of delivery – amending, adding or removing mode of attendance (FT, PT, FT to PT only or PT to FT only) (requires a new programme proposal)	Major	Taught Programmes Board	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
31	Programme	Location of Study or new site delivery (online, on-site to distance learning/online) (requires a new programme proposal)	Major	Taught Programmes Board	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
32	Programme	Programme title or final award title *(requires endorsement from External Relations via Programme Title Change form)*	Major	Faculty Approval	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
33	Programme	Major changes to Programme content, Aims, Learning Outcomes of the Programme Specification	Major *(possible new proposal required)*	Taught Programmes Board	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams
34	Programme	Changes to PSRB or accreditation status that impacts the recognition of the programme e.g. loss of accreditation (DGLS to be informed as soon as possible, may require a new programme proposal)	Major	Taught Programmes Board / *Education Quality and Standards*	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams

				Board (loss of accreditation)			
35	Programme	Major changes or re-writes to programme structure & module diets (may require a review of programme learning outcomes if core/compulsory module changes. Discuss with DGLS as soon as possible)	Major or Minor *(dependent on the change)*	Dependant on extent of changes	Material	Notify students and Ext. Relations / Web teams	Notify applicants and Ext. Relations / Web teams