Lancaster University

COURSE APPROVAL PROCESS

for the

Modification of Existing Provision

Document CD03

AQSC
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CD03: PROCESS FOR THE MODIFICATION OF EXISTING PROVISION

1. General approach

The course approvals process is predicated on a risk-based approach: those proposals posing greater risk to academic quality and standards, the student learning experience, institutional reputation or financial loss requiring greater scrutiny and higher levels of authority as the final point of approval. The purpose is to evaluate and confirm the final detail of all courses of study open to students. The formally approved version of any course is designated as the 'definitive document' forming the basis of the record in LUSI.

Note that within the course approvals process and accompanying documents, 'course' is used to describe both programmes and modules. Where the context refers to only one of these, the relevant term (i.e. programme *or* module) will be used instead.

2. Categories of approval

The course approvals process is aligned to the University's statutory and regulatory obligations in relation to quality and standards, and consumer protection rights. Categories of approval are further determined by the scope of the proposal, the breadth of scrutiny required, and the level of reputational, financial or organisational risk which the proposal may expose the University. There are three broad categories of approval.

a) New programmes
Which covers both new programmes and the introduction of new variants to existing programmes. Note that where new core or optional modules are being introduced *as part of a new programme*, these should be submitted alongside the programme proposal for scrutiny and approval.

b) Modification of existing provision
Which covers

i) major modifications;
being changes made to existing programmes or programme variants (including the introduction of new modules and substantial changes to existing module diets) or changes to core or optional modules which have an impact on:

- **the material information for those existing courses,**
- **the organisation and management of teaching and assessment delivery**

or which make a substantial change[1] to:

- **the course aims or learning outcomes,**
- **the course content or structure,**
- **the mode, method or location of delivery, or**
- **the overarching learning, teaching or assessment strategy for the programme.**

ii) minor modifications;
being changes to existing modules or programmes which fall outside the definition for major modifications.

c) Discontinuation of existing programmes
Which covers the temporary suspension of recruitment to a programme or the permanent withdrawal of a programme from the academic portfolio.

[1] It is acknowledged that the quantification of modification here is both subjective and problematic. In this context it is used as a simple guide to decision-making about the *amount* of change that has been proposed, either in a single proposal or through numerous proposals since the last approval/re-approval point of the course. In spirit, the principle seeks assurance that a proposal, or an accumulation of modifications made to a course over time, do not or have not diverted that course from its original aims or learning outcomes.

The table below provides a summary of the major and minor modification categories of approval and the final approval gateways. Note that in all cases, proposals begin with scrutiny at department level before progressing on to faculty and institutional level where relevant. More detailed guidance on the classification of modifications is provided in **Appendix 2.**

Categories of Approval		**Final Approval Gateway**
Minor Modifications	• Modifications to modules (any type) or programmes which have no impact on material information, and do not involve a substantial change to content, structure, or mode, method or location of delivery (including learning, teaching and assessment strategies)	• Department *(NB. To be reported to faculty committees responsible for teaching, learning and assessment)*
Major Modifications	• Modifications to modules or programmes which impact on material information, or which involve a substantial change to content, structure, or mode, method or location of delivery (including learning, teaching and assessment strategies)*	• Faculty
	• New core or optional modules to be introduced to existing programme(s) (to be considered as part of the existing programme(s) of study)	• Faculty
	• Modifications to existing core or optional modules not covered by 2.1 above (to be considered as part of the existing programme(s) of study)	• Faculty
	• Suspension or laydown of a module (UG Part II or PG) (to be considered as part of the existing programme(s) of study)	• Faculty
	• Suspension or laydown of a module (UG Part I)	• UAD *(in collaboration with faculties)*
	The following modifications where they are proposed outside the specified approvals deadlines:	
	• Modifications which impact on material information (or are referred by the Faculty)*	• UAD
	• 3.7 Modifications to core modules as part of existing programme(s) of study	• UAD
	• 3.8 Suspension or laydown of any module	• UAD

* The Associate Dean (UG/PGT) and/or Quality Assurance and Enhancement Manager (QAEM) retain the right to refer such modification proposals to the University Academic Dean (UAD) where they consider the change to be greater than the level of authority of the faculty or in the interests of the University should be also considered by the UAD before approval.

3. Modification of existing provision

3.1. Purpose

The process for the modification of existing provision provides a mechanism for enabling changes, whilst ensuring the student learning experience and academic integrity of programmes remain intact.

Modification of existing provision includes the approval of new core or optional modules as a change to the module diet of an *existing* programme and the withdrawal of modules from both a programme module diet and from general delivery, as well as general modifications to programmes and modules.

Modifications to programmes or modules may vary greatly in scope and impact, and the process accounts for this by taking a risk-based approach to determining the level of scrutiny and approval required for any proposal and are broadly defined as either major or minor. Clearly any accompanying guidance cannot provide an exhaustive list of such modifications. Instead the guidance provides context and principles on what should be considered for each proposal and indicates where such changes may have a wider impact[2].

To ensure that the University meets its contractual obligations to applicants and students, as defined by the Competition and Markets Authority (CMA), it is essential that this process, timeline, and the principles below, are adhered to in all cases of programme or module modification. If there is any doubt about the modification proposed, colleagues are advised to seek further guidance from the QAEM or Academic Quality, Standards and Conduct (AQSC) Team.

3.2. Principles

When considering any modifications to modules or programmes, all efforts should be made to process the proposal as early as possible before the modification is to be implemented. It should be noted that, other than in exceptional circumstances, no change will be applied to current applicants or students. Where such a change is considered to be unavoidable, the QAEM or the AQSC Team should be consulted before any proposal is developed.

Module modification should be considered within the context of the programme, or programmes, to which it contributes. This is particularly true if the module is core to the programme(s). In considering the proposal, due care should be taken to assess the impact on programme(s) aims, learning outcomes and assessment strategy, ensuring that the revised module maintains an appropriate fit pedagogically and in the discipline context within the wider programmes.

New modules for approval for use within existing programmes should also be considered within the context of the programme, or programmes, and be processed as a modification of the programme.

The cumulative total of modifications made to a programme within its approval period should be monitored to determine if the programme has been modified sufficiently to trigger the re-approval process. Such modifications may have been made directly to the programme, through modifications to modules contributing to that programme, or a combination of both.

Where major modifications are proposed to an existing programme, it is considered good practice for the programme team to consult with professional services to determine if those changes have a material impact upon a professional service's ability to support the delivery of the programme in its revised form. The programme team should also consider if there is sufficient capacity and experience to deliver the revised programme.

Where modifications involve more than one department, regardless of the home faculty, the proposal must be discussed and approved/endorsed by each department in the first instance.

All proposals for modification to programmes must be scrutinised by an appointed external examiner, or other external advisor. Comments provided through this external input must form part of the submitted CAIT form. Proposals which do not include this evidence should not progress through the approval process until such evidence can be provided.

All modifications approved at Departmental level must be reported to the QAEM for recording in the faculty's modification record.

Note: if you are unsure of the category or approval gateway for your modification, please consult your QAEM or the AQSC Team.

[2] For example, removing a presentation assessment from a core module which then leaves a programme level outcome in developing communication, negotiation or influencing skills unmet, or revising a module learning outcome which then can't be tested by the stated assessment elements.

3.3. Process

3.3.1. Scope

Modification proposals must take account of the impact on 'material information' in the public domain as defined by CMA, in addition to quality and standards considerations, such as the integrity of programmes and modules and organisation and management considerations from the point from which a change is to be introduced.

The CMA defines 'material information' as including:

- course title;
- core modules for the course and an indication of likely optional modules (including those which are generally available each year);
- information about the composition of the course, how it will be delivered, the balance between the various elements (e.g. hours in lectures, seminars, work placements), the expected workload of students (e.g. self-study time), and details about the general level of experience or status of the staff involved in delivering the different elements of the course;
- the overall method(s) of assessment for the course (e.g. exams, coursework, practical assessments, or a combination thereof);
- the award to be received on successful completion of the course
- location of study, or possible locations, including for placements (where known);
- length of the course;
- whether the course is accredited, for example by a professional, statutory or regulatory body, and by whom;
- other extra costs students are likely to incur (e.g. field trips, equipment, bench fees, studio hire), indicating how much these extra costs are/likely to be (or how they are calculated), if they are optional or mandatory within the course, and if they have a direct impact on the outcome of students' academic success (e.g. a field trip on which a piece of work will be based).

Therefore, Lancaster University considers modifications to encompass any change made to an existing module or programme:

- title
- aims or learning outcomes
- assessment
- mode, method or location of delivery
- syllabus
- contact hours
- timetable

Or to a module:

- availability (e.g. being confined to a major or open as an elective)
- status (e.g. pre-or co-requisites

Or to a programme:

- structure
- regulations, including any modifications imposed by a PSRB
- award

Routine administrative and minor updating of modules and programmes is acceptable without navigating the approvals processes, although Departmental approval gateways should be informed of such 'housekeeping' as a matter of practice.

As a rule, proposals for major modifications should include sufficient and accurate material information as part of the submission documentation and be approved in time to publish this information to potential students and applicants. The deadlines for approval of major and minor

modification proposals take account of this need, as well as aligning with the timelines for the preparation and publication of marketing and recruitment materials.

The approval stages and gateways through which modifications pass is dependent on whether they are deemed major or minor. The routes followed for each type are outlined below:

Type of modification	Stage	Notes
Minor	Stage 3 only	Academic case *must* to be taken to the departmental approval gateway
Major	Stage 1	[Not yet operational]
	Stage 2	Design and development stage *should* be undertaken for all modification proposals. The length of time required for this stage will depend on the type of modification, its scope, and what consultation is required to inform its development.
	Stage 3	Academic case *must* to be taken to the faculty approval gateway, or UAD if outside the approvals deadlines.

3.3.2. Modifications and International Teaching Partnerships

Where a programme or module has an equivalent delivered at an International Teaching Partnership (ITP), consultation on the proposed modification must take place between the proposing department and the ITP(s) affected before submission for approval. The consultation should confirm when and how the partner will implement the modification. If the modification cannot be implemented by the ITP (e.g. because it would lead to the provision being outside any national regulatory or accreditation requirements), a solution should be agreed upon, and documented in the proposal submission.

Where an ITP is proposing a modification to a programme or module, the proposal must be considered by the same approval route as for Bailrigg provision. However, in the case of ITPs **all modifications, regardless of scope, must be approved by the faculty approval gateway** (and the UAD for major programme modifications). ITPs are encouraged to liaise with their appropriate designated departmental or faculty contacts to discuss and progress any modification proposal through Lancaster's approval process.

Faculty Directors of ITPs (or equivalent) are responsible for ensuring that all modifications affecting, or received from, ITPs are processed appropriately and in good time.

3.3.3. Stage 1 – Outline business case and PRC approval (where necessary)

Not yet operational

3.3.4. Stage 2 – Design and Development

The design and development stage is a supportive activity which seeks input from internal and external colleagues, employers, PSRBs, and students to help inform the development of the proposal. Input from internal colleagues is critical for cross-department/faculty provision. All modification proposals, regardless of type, should have been reviewed by the associated external examiner(s) or by an independent external advisor who will act as a critical friend in reviewing a draft of the proposal and providing a balanced, objective, sector-based perspective.

For major modifications to programmes, programme teams are strongly encouraged to consult with colleagues such as educational developers, learning developers, learning technologists, departmental representatives for EDI and disability, QAEMs, careers advisors, etc., to inform decisions on curriculum design and teaching and assessment strategies[3].

[3] Note that where a substantial revision to an existing programme is proposed, consideration should be taken on whether the scope of the change is such that the proposal is best described as a new programme.

New core modules and modifications to existing core modules, should be developed within the context of the programmes(s) to which they contribute. Careful thought should be given to assessment elements, as well as the frequency and timing of assessment, to ensure that programme learning outcomes can be met and that bunching of assessment is avoided. Module design should be mindful of the 5 Principles for Assessment and Feedback.

The proposal documents set out the academic case for approval and should provide the approval gateway with a full picture of the proposal, including the rationale for change, the scope and detail of the change, how it fits with, within, or impacts on other programmes, and what the impact may be on staff and students.

3.3.5. Stage 3 – Academic case

The purpose of the academic case is to demonstrate that the proposal has structural integrity and academic coherence, a sound, authentic assessment strategy, can be delivered within the experience of the academic team and the material resource available, and that it meets national sector threshold standards.

Approval gateways should be satisfied that they have been presented with enough evidence to assure them that the student learning experience will be of a high-quality and meets the University's obligations as defined by the OfS, the QAA, and the CMA.

3.3.5.1. Departmental approval

In considering any modification proposal, the departmental approval gateway should be satisfied that enough internal and external consultation and input has occurred at the development stage, determined by the nature of the proposal. This is particularly true in the case of cross-departmental or faculty developments. As well as any consultation with students at the development stage, student representation should be included in the membership of any departmental approval gateway to ensure full engagement with the student body.

For major modification proposals, this approval gateway acts to determine that the proposal is 'fit to proceed' to faculty approval, both in terms of programme integrity and the completeness of the documentation. However, the departmental approval gateway may approve minor modifications, reporting these to the QAEM to maintain the central record.

Having considered the proposal and reviewed the submission documents, the departmental approval gateway may determine one of the following outcomes, depending on the proposal's category of approval:

- to recommend or approve the proposal as presented
- to recommend or approve the proposal subject to conditions, or
- to reject the proposal

Subject to satisfactory completion of any conditions or recommendations, major modification proposals may then be submitted to the faculty approval gateway as the next stage in the approval process, otherwise the programme team may be informed of the decision and LUSI updated as required. For further detail of the approvals workflow please refer to **Appendix 1.**

3.3.5.2. Faculty approval

The faculty approval gateway is responsible for considering proposals from a strategic perspective, assessing each against faculty and University objectives and strategies, with particular reference to the Education Strategy and Graduate Attributes.

The faculty approval gateway will assure itself that each proposal (whether programme or module) provides a coherent course of study, appropriate to the level of award and external reference points (including PSRB requirements). The faculty approval gateway should be satisfied that students will be provided with a high-quality academic experience, and that the curriculum, assessment and learning outcomes align with, and are supported by, appropriate learning resources.

In order to meet its responsibility, the faculty approval gateway may invite the programme team to take questions during its deliberations. Where novel or cross-faculty programmes are proposed, a Joint Faculty Teaching Committee will be convened to execute the duties of the faculty approval gateway. Faculty approval gateways should include student representation in its membership.

Having considered the proposal and reviewed the submission documents, the faculty approval gateway may determine one of the following outcomes depending on the proposal's category of approval:

- to recommend or approve the proposal as presented
- to recommend or approve the proposal subject to conditions, or
- to reject the proposal

Subject to satisfactory completion of any conditions or recommendations, major modifications which have been submitted for approval *outside* the approvals deadlines should then be submitted to AQSC for final consideration by the UAD, otherwise the programme team may be informed of the decision and LUSI updated as required. For further detail of the approvals workflow please refer to **Appendix 1.**

3.3.5.3.Institutional approval

Within the modifications process, the UAD has responsibility for final approval of major modifications which fall outside the specified approvals deadlines or which have been referred for approval by the Associate Dean and/or QAEM.

The UAD must be satisfied that due process has been followed, with all prior approvals gateways completed, that any risks associated with the provision have been, or will be, appropriately managed, and that communications to applicants and students have been carefully considered and planned in collaboration with Marketing and Admissions colleagues.

The proposal will be submitted initially to AQSC by the QAEM, at which point it will be reviewed by an Assistant Registrar to verify completeness of documentation and compliance with internal and external regulations, and to ensure that any exceptions or exemptions to these (such as programme specific rules) have been approved and documented through the appropriate channels, or are scheduled to be considered as part of future committee business.

In arriving at a decision, the UAD may meet with or converse with the programme team (or representative) to seek further information or clarification. The outcome will be one of the following:

- to approve the proposal as presented
- to approve the proposal subject to conditions, or
- to reject the proposal

Subject to satisfactory completion of any conditions or recommendations, the faculty and programme team will be informed of the final decision and LUSI updated as required. For further detail of the approvals workflow please refer to **Appendix 1.**

3.3.6. Documentation summary

The documents to support modification proposals include:

- Course Approvals and Information Tool (CAIT) form
- Curriculum and/or assessment maps

3.3.7. Confirmation of approval

The outcome of the approval process is confirmed to key stakeholders, including, but not confined to, all departments, faculties and partners involved in the delivery of the programme. For major modifications requiring UAD approval, Marketing, Student Registry, RAID, Finance, Facilities, Library, ISS, the UK Visa Team, and Planning will all be notified. Depending on the loci of

responsibility for final approval, either the QAEM or AQSC will circulate confirmation of approval and initiate appropriate amendments to the course record (LUSI).

3.3.8. Communication to applicants and students

These processes and the timeline for approval have been designed to ensure that applicants and students are not impacted by course modifications or discontinuations. However, in exceptional circumstances it may be necessary to implement a change which does affect these groups, in which case a communications plan must be adopted to ensure information has been disseminated and the appropriate consent obtained. Such cases should always be discussed with the QAEM and AQSC in the first instance.

3.4. Deadlines for approval

Minor modifications, whilst having no immediate impact on material information or quality and standards, do nevertheless have implications for students and staff across the university and should therefore be approved in a timely manner so that interested parties can be informed and prepared in advance of the implementation. Minor modifications should therefore be approved a minimum of 6 months prior to implementation and in time for inclusion in the timetabling process. This includes the confirmation of module lists for Part II enrolment.

Major modifications must be made in time to inform applicants when they are making their study choices, and ideally before the application cycle begins. Generally, it is advisable to make major modifications at the earliest opportunity and a minimum of 12 months prior to implementation. This allows applicants, and especially offer holders, time to seek alternative programmes in the event that they are not happy with the proposed change and wish to approach alternative providers. Major modifications should be avoided where they may impact on offer holders or to existing student cohorts. However, it is recognised that there may be specific circumstances in which the implementation of major modifications outside the approvals deadlines is unavoidable. In these cases, the proposal should be discussed with the QAEM or the AQSC Team before any proposal is developed. An indicative timeline for development of proposals has been produced in **Appendix 4** to guide programme teams' activities.

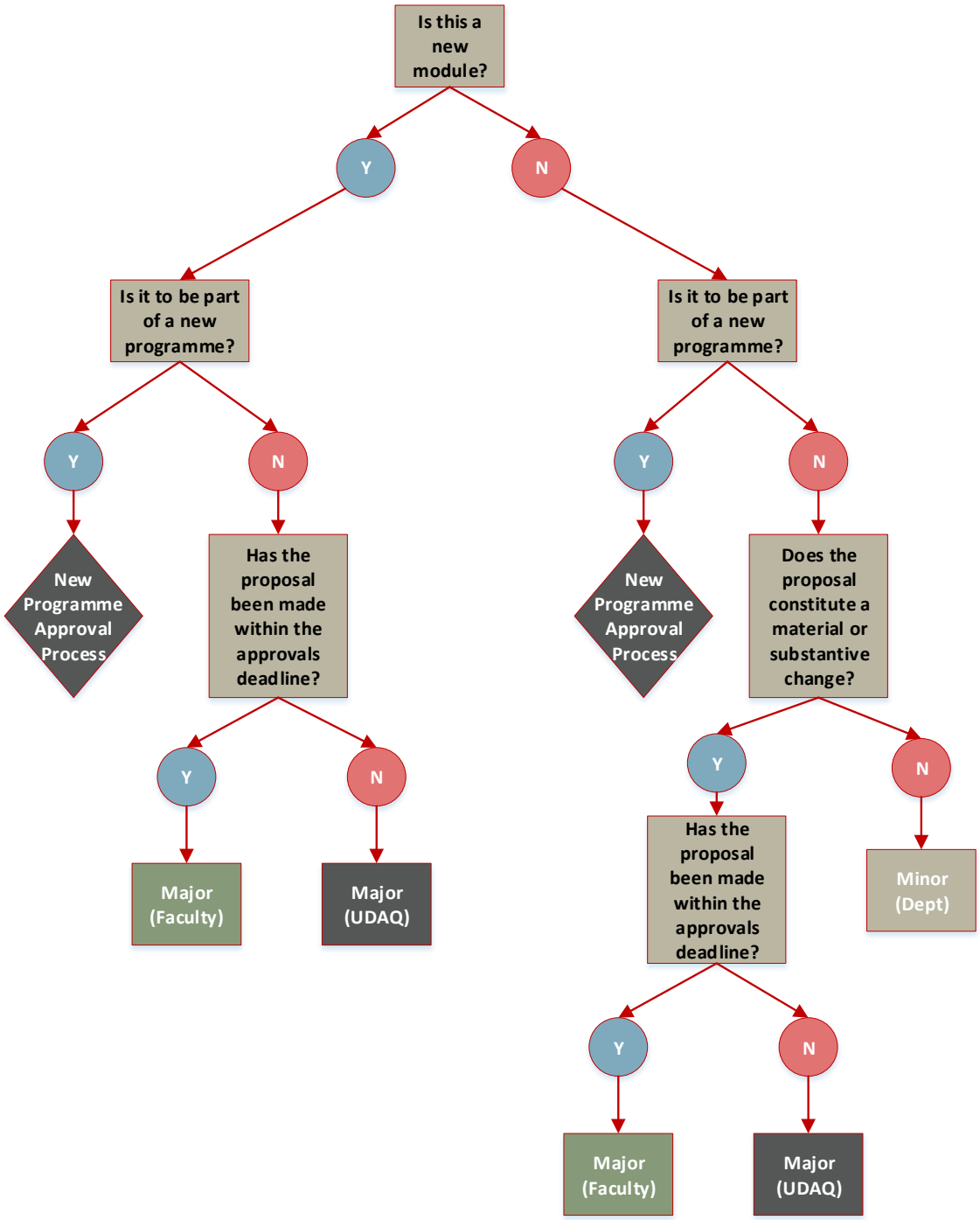
4. Appendices

The following appendices are included for further information and guidance:

- Appendix 1: Approvals workflow for module modifications
- Appendix 2: Modifications and association classification
- Appendix 3: Examples of modifications and associated final approvals gateway
- Appendix 4: Course approvals timeline

Appendix 1

SIMPLE WORKFLOW FOR APPROVAL OF MODULE MODIFICATION



Appendix 2

Modification affecting:	Scope of Modification	Classification of Modification	Final Approval Gateway
Aims & Learning Outcomes	Non-material and non-substantial modifications to the aims or learning outcomes of any existing: • programme, • intermediate target or exit award, • pathway or route • variant (e.g. placement, study abroad), • optional module	Minor	Department
Aims & Learning Outcomes	Material and/or substantial modifications to the aims or learning outcomes of any existing: • programme • intermediate target or exit award • pathway or route • variant (e.g. placement, study abroad) • module (any type) submitted within the specified approvals deadlines.	Major	Faculty
Aims & Learning Outcomes	Material and/or substantial modifications to the aims or learning outcomes of any existing: • programme, • intermediate target or exit award • pathway or route • variant (e.g. placement, study abroad) • module (any type) submitted outside the specified approvals deadlines.	Major (UAD)	Institution
Assessment	Non-material and non-substantial modifications to assessment: • elements • timings • weightings • overall balance or workload to an existing module or programme.	Minor	Department

Modification affecting:	Scope of Modification	Classification of Modification	Final Approval Gateway
Assessment	Material and/or substantial modifications to assessment: • elements • timings • weightings • overall balance or workload to an existing module or programme submitted within the specified approvals deadlines.	Major	Faculty
Assessment	Material and/or substantial modifications to assessment: • elements • timings • weightings • overall balance or workload to an existing module or programme submitted outside the specified approvals deadlines.	Major (UAD)	Institution
Discontinuation	*The withdrawal or suspension of any existing programme of study, including associated variants, pathways, routes, or exit awards*	*Outside the scope of the major/minor modifications process*	*Institution*
Discontinuation	*The withdrawal or suspension of any mode or method of delivery for an existing programme (e.g. part-time, on-line, work-based learning)*	*Outside the scope of the major/minor modifications process*	*Institution*
Discontinuation	*The withdrawal or suspension of the delivery of an existing programme at an existing location of delivery.*	*Outside the scope of the major/minor modifications process*	*Institution*
Discontinuation	Discontinuation of a module (any type). Consultation to be sought where the module is in use by other programmes.	Major	Faculty
Housekeeping & Administrative	Minor administrative modifications having a non-material impact on module information available to applicants or students when making their study choices, e.g. modification of module leader, general staffing updates, updates to handbooks, methods of student feedback, etc.	Minor	Department (for information)
Housekeeping & Administrative	Minor administrative modifications having a non-material impact on programme information available to applicants or students when making their study choices, e.g. modification of programme leader, general staffing updates, updates to handbooks, etc.	Minor	Department (for information)

Modification affecting:	Scope of Modification	Classification of Modification	Final Approval Gateway
Mode, Method & Location of Delivery	Non-material, non-substantial modifications to the: • overall number of contact hours, or • breakdown of taught contact hours for a module or programme, or • the balance of delivery methods across a programme (e.g. the introduction of wholly online or off-campus modules)	Minor	Department
Mode, Method & Location of Delivery	Material and/or substantial modifications to the: • overall number of contact hours, or • breakdown of taught contact hours for a module or programme, or • the balance of delivery methods across a programme (e.g. a shift from predominantly face-to-face to online delivery), submitted within the specified approvals deadlines.	Major	Faculty
Mode, Method & Location of Delivery	Material and/or substantial modifications to the: • overall number of contact hours, or • breakdown of taught contact hours for a module or programme, or • the balance of delivery methods across a programme (e.g. a shift from predominantly face-to-face to online delivery), submitted outside the specified approvals deadlines.	Major (UAD)	Institution
Mode, Method & Location of Delivery	Material and/or substantial modifications to the mode, method or location of delivery of a module including: • a significant increase or reduction in stated contact hours • a change from full-time to part-time delivery • a change from on-campus to off-campus delivery, either in part or whole. Consideration to be given to the location of delivery if not an approved University delivery site or partner.	Major	Faculty

Modification affecting:	Scope of Modification	Classification of Modification	Final Approval Gateway
Mode, Method & Location of Delivery	Material and/or substantial modifications to the mode, method or location of delivery of a programme, including: • a significant increase or reduction in stated contact hours • a change from full-time to part-time delivery • a change from on-campus to off-campus delivery, either in part or whole. Consideration to be given to the location of delivery if not an approved University delivery site or partner.	Major (UAD)	Institution
Module Availability	A modification to the availability of a module (e.g. major only, elective). Consideration to be given where the module is in use by other programmes	Major (UAD)	Institution (Part I) Faculty (Part II/PGT)
Module Status	Introduction or modification of pre- or co-requisites to an existing module. Consideration to be given to the effect on all programmes to which the module contributes.	Major	Faculty
Module Status	The designation of a module as: • pass/fail • condonable/non-condonable • re-assessable/non-re-assessable • excluded from combination with another module Consideration to be given where the module contributes to any other programme/department	Minor	Department
New Module	*Approval of a new module (any type):* • *as part of a new programme proposal* • *as part of a programme modification proposal*	*Outside the scope of the major/minor modifications process*	*Faculty*
New Programme	*Approval of any new:* • *programme* • *intermediate target or exit award* • *pathway or route* • *variant (e.g. placement, study abroad)* • *modules, as part of a new programme proposal* • *mode, method or location of delivery for an existing programme*	*Outside the scope of the major/minor modifications process*	*Institution*
New Programme	*The reintroduction of a suspended programme.*	*Outside the scope of the major/minor modifications process*	*Institution*

Modification affecting:	Scope of Modification	Classification of Modification	Final Approval Gateway
Programme Structure	Non-material, non-substantial modifications to programme structure, including: • introduction or replacement of up to 5 optional modules where these modules are already approved, or • limited restructuring of programme credit or module sequence within a level of study (not including the merging, splitting or re-sizing of modules by credit or length of delivery). Consideration to be given to the impact on programme aims and learning outcomes or the overarching learning, teaching and assessment strategy.	Minor	Department
Programme Structure	Material and/or substantial modifications to programme structure, including: • introduction, replacement or withdrawal of core or optional modules contributing to the programme, whether these modules are new or are already approved, or • substantial restructuring of programme credit or module sequence within or across levels of study, including the merging, splitting or re-sizing of modules by credit or length of delivery, and • where these are submitted within the specified approvals deadlines. Consideration to be given to the impact on programme aims and learning outcomes or the overarching learning, teaching and assessment strategy.	Major	Faculty
Programme Structure	Material and/or substantial modifications to programme structure submitted outside the specified approvals deadlines, or: • introduction, replacement or withdrawal of core or optional modules contributing to the programme, whether these modules are new or are already approved, or • substantial restructuring of programme credit or module sequence within or across levels of study, including the merging, splitting or re-sizing of modules by credit or length of delivery, or • any change to the total credit for a programme. Consideration to be given to the creation of a new programme.	Major (UAD)	Institution
Programme Structure	Any series of incremental modifications (made at once or over time) to; • modules (any type) contributing to a programme, or • an overall programme, including any:	Major	Faculty

Modification affecting:	Scope of Modification	Classification of Modification	Final Approval Gateway
	○ restructuring of credit or module sequence within or across levels of study, ○ changes to programme aims or learning outcomes, ○ changes to the learning, teaching and assessment strategy. Consideration to be given to the continuing coherence of the programme in its present form. May be identified as a result of Programme Re-approval.		
Regulatory, inc. PSRB	Any proposal (either module or programme) which takes the provision outside the University's standard academic regulations, including modifications designated by a PSRB.	Major (UAD)	Institution
Regulatory, inc. PSRB	Modification to progression requirements within a programme.	Major	Faculty
Regulatory, inc. PSRB	PSRB updates that have no material or substantial impact on: • programme structure • learning outcomes, or • assessment	Minor	Department
Regulatory, inc. PSRB	PSRB updates or requirements that have a material and/or substantial impact on: • programme structure • learning outcomes • assessment submitted within the specified approvals deadlines.	Major	Faculty
Regulatory, inc. PSRB	PSRB updates or requirements that have a material and/or substantial impact on: • programme structure • learning outcomes • assessment submitted outside the specified approvals deadlines.	Major (UAD)	Institution
Resource	Modifications for which there are resource implications that cannot be met from within the Department budget.	Major	Faculty
Resource	Modifications for which there are resource implications that cannot be met from within the Department or Faculty budget.	Major	Institution

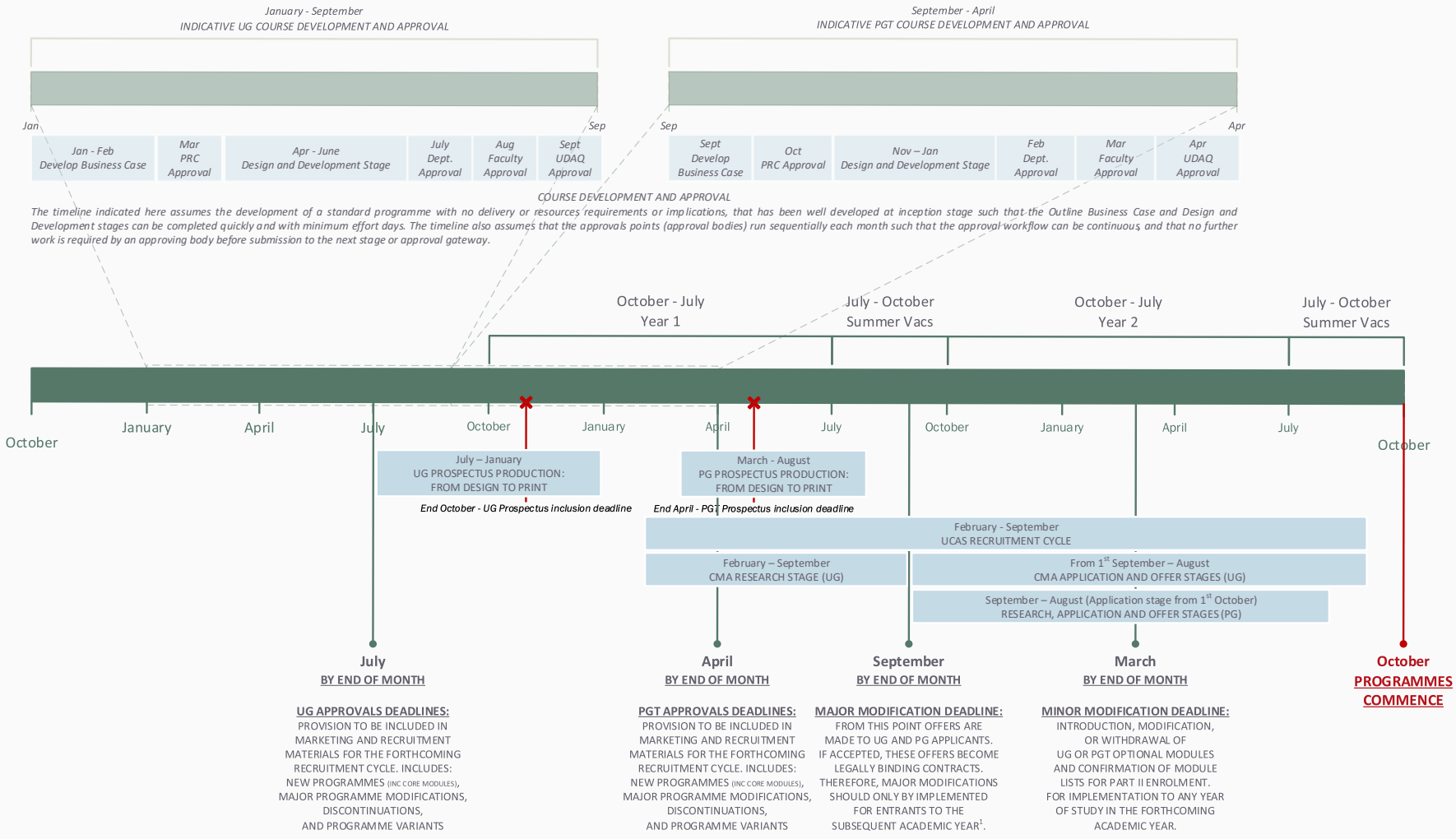
Modification affecting:	Scope of Modification	Classification of Modification	Final Approval Gateway
Resource	Modifications for which there are resource implications on other Faculties or Professional Services.	Major	Institution
Syllabus	Non-material, non-substantial modification to module (any type) or programme syllabus, not affecting the overall module or programme aims or learning outcomes.	Minor	Department
Syllabus	Material and/or substantial modification to module (any type) or programme syllabus, which affects the overall module or programme aims or learning outcomes, submitted within the specified approvals deadlines. Consideration to be given to the creation of a new module/programme.	Major	Faculty
Syllabus	Material and/or substantial modification to module (any type) or programme syllabus, which affects the overall module or programme aims or learning outcomes, submitted outside the specified approvals deadlines. Consideration to be given to the creation of a new module/programme.	Major (UAD)	Institution
Timetabling	Offering additional start dates for a programme.	Major	Faculty
Timetabling	Any modifications to the published timetable once teaching has begun.	Major (UAD)	Institution
Title and/or Award	Any modification to the title of a module (any type).	Major	Faculty
Title and/or Award	Any modifications to the award (e.g. BSc to BA or MSc to MA, etc).	Major (UAD)	Institution
Title and/or Award	Any modification to the title of a programme of study (including any variant or exit award).	Major (UAD)	Institution

Appendix 3

Approval Gateway	Example of modification proposal
Department	• Modification to the timing of the individual elements or components of coursework assessment for a range of modules within a department to incorporate best practice in relation to 'feed-forward' opportunities for students. Proposal endorsed by external examiner. • Revision of module or programme learning outcomes to incorporate best practice in relation to the alignment with assessment elements. Learning outcomes do not change but are made clearer in terms of expectations and study level.
Faculty	• Restructuring of Part II of a programme to include changes to modules, the sequence in which modules are studied, and the types of assessment to create more variety across the programme. Proposal informed by student and external examiner feedback and discussion in the most recent Annual Programme Review. Change to be applied to the next student intake, updated marketing materials have been prepared and RAID consulted on the proposed modifications. • Change of module title.
UAD	• Replacement or modification to the content of a number of core modules, and associated changes to the assessment for those modules which impacts on the balance of the assessment types across the programme to which the modules contribute. Due to the unexpected absence of a member of staff for the forthcoming year these changes have to be made at short notice. Applicants must be informed, offer holders must be informed and alternative arrangements offered, students must be consulted and consent to the change. • Introduction of a new study abroad variant to an existing programme. • Change of programme title.

Appendix 4

COURSE APPROVAL TIMELINE



FAST-TRACK APPROVALS

Normally the approval of new programmes will be in line with the agreed deadlines noted above. However, in exceptional circumstances it may be possible to negotiate a shorter timeframe for programme approval. Such instances would require UDAQ approval and must meet specified criteria as defined in the Course Approval Process document. Where a proposal is considered appropriate for fast-track approval, the Faculty QAEM or the ASQ Team should be contacted in the first instance.

[1]MODIFICATIONS

It is preferable that major changes to programmes and modules which impact applicants or current cohorts are avoided and instead are approved prior to, or as early as possible during, the recruitment cycle so that accurate material information about a course of study is in the public domain. Major modifications should not be made to a course once offers have been made to applicants. In the event that the timing of such a change is unavoidable, the Faculty QAEM or ASQ must be consulted before any action is taken to determine what consultation with applicants or current students is required.