

## PROGRAMME AND MODULE AMENDMENT AND CLOSURE PROCEDURES

SEC/2016/3/206  
(amended 26.09.16)

### DEFINITIONS

#### MAJOR AMENDMENT

Within the category of Major Amendment, there are different levels of change, and the amount of information required in the proposal will depend on this. Both current and proposed module specifications should always be included where module changes are proposed. A new pathway will require the provision of module specifications, learning outcomes, and programme structure. A proposal to change a programme title will require the provision of information on the programme structure and curriculum. Advice may be sought from the University if necessary.

The college should be confident that the amendment concerned is a genuinely major one which does not itself or in combination with other previous Major Amendments constitute what is in effect a **Revalidation** of the programme. Advice on this can be sought from the Academic Standards and Quality unit at Lancaster University.

#### MAJOR AMENDMENT TO MODULE

**Major amendments to modules must be considered and approved at the relevant College Committee and passed to ASQ for logging.**

With all major revisions to modules, consideration should be given as to the effect of the revision on the overall programme, with programme level documentation being considered alongside the module documentation as appropriate.

**\* indicates that current applicants should be informed of changes**

A Major Amendment involves changes including:

- Module laydown or dormancy \*
- Change to educational aims and/or intended learning outcomes **which may or may not affect** programme level educational aims and/or intended learning outcomes
- change to syllabus content **which affect** educational aims and/or learning outcomes and **which may or may not affect** programme level educational aims and/or intended learning outcomes
- change to assessment including:
  - weighting of different elements
  - coursework method
  - volume of assessment**which affect** overall module and/or programme approach to assessment, educational aims and/or learning outcomes and **which may or may not affect** programme level educational aims and/or intended learning outcomes
- change to delivery including: \*

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- mode of delivery
- location of delivery
- number of contact hours
- delivery period

**which affect** overall module and/or programme approach to learning and teaching, educational aims and/or learning outcomes and **which may or may not affect** programme level educational aims and/or intended learning outcomes

- change of level
- change of credit weighting
- designation of module as pass/fail, non-reassessable, non-condonable
- Merge of two existing modules \*
- Split of existing module into two or more modules \*
- Any series of incremental minor revisions to an individual module – consideration to be given as to whether the volume and nature of these changes significantly affects the individual module(s) and its delivery and/or the programme and its delivery
- Any change which takes a module outside of the University's standard assessment regulations including:
  - Changes to student progression arrangements
  - Non-negotiable requirement from PSRB

### MAJOR AMENDMENT TO PROGRAMME

**Major amendments to Programmes should be considered at the relevant College Committee and then passed to ASQ for approval by the relevant Faculty representative on behalf of CPTC.**

**\* indicates that current applicants should be informed of changes**

- Programme laydown \*
- Change of programme title and/or the type of the award \*
- Systematic restructuring of a programme including: \*
  - Reorganisation of a level
  - Changes to credits
- Change to module diet including introduction and withdrawal of core modules or the withdrawal of option modules \*
- Introduction of named routes/pathways
- Change to educational aims and/or intended learning outcomes either directly or as a result of revisions to modules \*

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- Change to approaches to learning and teaching either directly or as a result of revisions to modules \*
- Change to approaches to assessment either directly or as a result of revisions to modules \*
- Change to mode of delivery \*
- Change to location of delivery \*
- Addition, or substantive revision, of a work-based placement
- Any series of incremental minor revisions to several modules contributing to a programme or a series of changes to the overall programme – consideration to be given as to whether the volume and nature of these changes significantly affects the programme and its delivery
- Any change which takes a programme outside of the University's standard assessment regulations including:
  - Changes to student progression arrangements
  - Classification of the award
  - Non-negotiable requirement from PSRB

### MINOR AMENDMENT

#### ROUTINE UPDATING

**Minor revisions to modules must be considered and approved at the relevant College Committee and passed to ASQ for logging.**

Programme Teams are expected to carry out routine updating of modules as part of the annual review cycle. Such changes, which would not constitute a Minor Amendment, include:

- updating bibliographies with new editions, new texts, websites etc.
- minor changes to topics taught within a module
- change of module leader.

Advice on this can be sought from the Academic Standards and Quality unit at Lancaster University if necessary.

#### MODULE

A Minor Amendment to a module includes:

- a change of Module title
- a change to the syllabus content **which does not affect** module or programme level educational aims and/or intended learning outcomes.

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- a change to assessment including:
  - coursework method
  - number of exam questions to be answered
  - examination length
  - assessment timing**which does not affect** the module and/or programme approach to assessment, module or programme level educational aims and/or intended learning outcomes.
- A change to delivery including:
  - Mode of delivery
  - Number of contact hours
  - Delivery period**which does not affect** the module and/or programme or approach to learning and teaching strategy, module or programme level aims and /or intended learning outcomes.
- Change to methods of student feedback
- Introduction of option module provided no linked withdrawal of options

### PROCEDURES

#### CONSULTATION AND AUTHORISATION

The Programme Leader must consult with both the External Examiner and Programme Consultant on the proposal at an early stage and obtain their approval prior to submission of the University *Programme Major Amendment Form/Module Amendment Form*. Evidence of this consultation, and of how any concerns expressed by the External Examiner or Programme Consultant have been addressed, must be appended to the back of the form.

The Programme Leader must complete and sign the University proposal form which must then be authorised by the Head and School and the Dean/Director of HE.

#### Student consultation

Revisions affecting existing students must be considered and agreed by a meeting that involves student representation. Where, exceptionally, a revision is to be introduced **within the same academic year**, the unanimous support of the affected student must be obtained.

A report on the student consultation undertaken should be included in the rationale section of the proposal and, where the unanimous support from students is required, confirmation that this has been obtained must be reported here.

Some Major changes to modules and programmes must be communicated to current applicants to the programme. These changes are indicated using \* in the lists above.

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### **Professional, Statutory and Regulatory Body (PSRB) Non-Negotiable Changes**

It may be necessary to amend assessment regulations, modules or programmes over the course of a student's registration in order to meet the requirements of a PSRB for professional accreditation or registration. Such changes will be notified in advance to current cohorts of students.

#### **TIMING**

Amendments may be carried out at any time deemed necessary by the Programme Team or be proposed as an outcome of the Annual Programme Review process. However, proposals must be submitted in good time for all stages of the approval procedure to be completed, before commencement of the academic year in which the amendment is due to take place. In exceptional circumstances (the reasons for which must be articulated clearly in the rationale on the form), changes for the current academic year will be considered.

#### **APPROVAL PROCESS**

The process of approval for Programme Major Amendments will involve scrutiny and approval by a member of academic staff at the University on behalf of the Collaborative Provision Teaching Committee.

#### **RECORD-KEEPING**

The College must maintain a detailed record of all Major and Minor Amendments approved for the programme, and update the Programme Specification and definitive Programme Document.

### **PROGRAMME CLOSURES**

Students enrolled should be reassured that in the event of course closure there are clear processes that will ensure the continuity of their studies.

If a programme can no longer be offered, arrangements need to be made for existing students to be provided with suitable alternatives so that the student is enabled to learn and achieve until the end of their programme.