

Academic Quality and Standards Handbook

Section 4: Course Amendments

2024-25

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1 INTRODUCTION

1.1 Purpose and Aims

1.1.1 This section describes:

- (a) How the University supports the amendment of a course or module;
- (b) How an amendment to a course or module is approved for delivery by the University.

1.1.2 The aim of the amendment process is to ensure that the University meets the obligations and expectations of its staff, students and regulators by:

- (a) Using internal and external expertise to stimulate engagement which enhances the quality and sustainability of the University's courses and modules (e.g. Wellbeing Teams, Centre for the Excellence of Learning and Teaching (CELT), External Subject Expertise, and engagement with Professional, Statutory and Regulatory Bodies (PSRB))
- (b) Engaging current and past students – individually and collectively – to encourage robust dialogue between expert peers, students and wider stakeholders on improving the educational experience within the University and its partners.
- (c) Ensuring clear value and impact of each stage in the process of course and module amendment
- (d) Responding to the individual circumstances of each amendment to ensure that all quality requirements are proportionate to the assessed risk being managed.

1.2 Regulatory Framework

1.2.1 To meet its responsibilities, UWL's Quality and Standards Framework must comply with the OfS Conditions B of registration, irrespective of where or how courses are delivered (including through an Academic Partnership). The University also seeks to meet the Sector-Agreed Principles and Key Practices of the Quality Assurance Agency (QAA) Quality Code for Higher Education. This is detailed further in the Academic Quality and Standards Handbook Section 1 (Quality and Standards Framework).

1.3 Responsibilities

1.3.1 Academic Board has the responsibility and authority to set, maintain and assure academic standards.

1.3.2 Course Quality and Approval Sub-Committee (CQASC) is a sub-committee of Academic Quality and Standards Committee (AQSC) and has the responsibility for the assurance of high-quality course design including ensuring that all courses meet the requirements of the relevant national qualifications framework.

- 1.3.3 School and College Quality Committees are sub-committees of AQSC and have the responsibility for assuring oversight of proposals for both minor and major amendments to courses and modules, to help assure high-quality course design.
- 1.3.4 School or College Quality Committees may decide to add a Curriculum Amendment Quality Review Sub-Group to support its oversight of major amendments which would add flexibility to the timing and constituency of those scrutinising these amendments. This sub-group would review and recommend for approval the amendments to the School or College's portfolio of courses.
- 1.3.5 Academic Quality Leads in their role as Chair of School or College Quality Committees have the responsibility for reviewing and approving proposals for minor amendments and reviewing and recommending for approval proposals for major amendments to courses and modules, to help assure high-quality course design.
- 1.3.6 Academic Quality and Standards Office (AQSO) is responsible for organising and managing the processes for approving amendments for both courses and modules.
- 1.3.7 The Academic Quality Lead in each School or College is responsible for ensuring that colleagues observe the procedures and requirements.
- 1.3.8 A Course Leader – identified for each course by the relevant School or College – is responsible for ensuring that any proposal for the amendment of a course or module ensures that the course continues to represent a well-designed course. They are also responsible for giving assurance that any amendment has been developed through engagement with stakeholders including students, employers or External Examiners (where required) and the supporting documentation is completed in full.

1.4 Interpretation

- 1.4.1 This document refers to named positions (e.g. Academic Quality Lead or Dean or Director or Head of School or College) in order to detail required activities or authorisations.
- 1.4.2 Where a department does not have the identified position, an alternative must be identified, with comparable seniority and experience, such that all required activities or authorisations are undertaken.

1.5 Further Guidance

- 1.5.1 For further guidance colleagues should make early contact with the AQSO (e.g. enquiries regarding innovative amendments or enhancements) at quality@uwl.ac.uk or on 020 8231 2116.
- 1.5.2 Where a proposal involves an Academic Partnership, the School or College concerned should ensure they contact both the AQSO, and the Global Partnerships Office (GPO) at UWL.GPO@uwl.ac.uk or on 020 8231 2553 at the earliest opportunity.

2 OVERVIEW OF AMENDMENT PROCESS

2.1 Stages of amendment

2.1.1 The approval process for amendments should follow one of the stages noted below depending on the size, effects, and risk of the proposed change.

#	Type	Responsibility	Authorising Body
1	Minor	Course Leader	Academic Quality Lead
2a	Major (1): Amendment form	Academic Quality Lead/Curriculum Amendment Quality Review Sub-group (where applicable)	School or College Quality Committee and Director of Academic Quality and Standards (or their nominee)
2b	Major (2): Amendment Panel	Academic Quality Lead/Director of Academic Quality and Standards	Chair of Major (2) Amendment Panel
3	Course Re-Approval (refer to Section 3: Course Approval and Re-Approval)	Academic Quality Lead/AQSO	Course Quality and Approval Sub-Committee (CQASC)

2.1.2 Reference to the Categories of Amendment in Section 2.3 below will inform whether the amendment is a minor or major amendment. It will also inform whether a major amendment would go through the written Major Amendment process (Major 1) or the Major Amendment Panel process (Major 2).

2.1.3 Some amendments may require preliminary approval by the relevant Vice-Chancellor's Executive (VCE); these are noted in the Categories of Amendment in Section 2.3 below.

2.2 Criteria for amendment

2.2.1 In approving an amendment, the authorising body and responsible officers certify that the proposal for amendment:

- (a) Clearly articulates a sound rationale for amending the course or module in line with the University's commitments to improving the student experience
- (b) Continues to clearly articulate outcomes – for each enrollable and exit qualification – which meet the threshold standards set by the Framework for Higher Education Qualifications (FHEQ)

- (c) Clearly articulates the implications for existing and incoming students of the proposed amendments
- (d) Clearly articulates any additional facilities, learning resources and student support services needed by the course team to deliver the amendment
- (e) Clearly articulates how internal and external stakeholders (current staff, students, alumni, employers, and where appropriate Academic Partners and PSRBs) have been engaged in the amendment process
- (f) Clearly articulates how the amendment may impact the support for all students – regardless of background and study choice – to achieve the outcomes both at threshold standard and above
- (g) Exhibits the Office for Students (OfS) expectations of courses under Condition B1-5 of the Regulatory Framework.

2.3 Categories of Amendment and Thresholds

2.3.1 The amendment may be in a different category based on the amount of cumulative change to a course or module; or where small changes to modules may mean more serious changes to an overall course of study.

2.3.2 Amendment Categories and Thresholds:

MAJOR AMENDMENTS

- 1) **Adding new modules or replacing existing modules** with new modules and/or existing modules (delivered on another course) since the last approval or re-approval. Additions/removals/replacements of core modules up to 30% of the overall credit value of the course will normally require approval via a Major (1) Amendment. Additions/ removals/replacements of any designation of modules between 30% and 60% of the overall credit value of the course will normally require approval via a Major (2) Amendment Panel. Additions/removals/replacements above 60% of the overall credit value of the course will normally require approval via the Course Re-Approval process.
- 2) **Amendments to the learning, teaching and assessment strategy** of the course which results in changes to delivery mode (i.e. online, distance learning), teaching delivery methods (i.e. lectures, seminars, laboratory work), semester in which modules are delivered, contact time, and summative assessments (i.e. assessment type and/or sub-type e.g. change from blog to case study, weighting, word count (or equivalent)). Amendments up to 30% of the overall credit value of the course will normally require approval via a Major (1) Amendment. Amendments to the learning, teaching and assessment strategy between 30% and 60% of the overall credit value of the course will normally require approval via a Major (2) Amendment Panel. Amendments to the learning, teaching and assessment strategy above 60% of the overall credit value of the course will normally require approval via the Course Re-Approval process. For amendments to formative assessment see minor category 17. below.
- 3) **Addition, removal, replacing or renaming of pathways** within a course, including adding a placement, internship, Level 6 top up or Study Abroad. It is necessary to consult with the relevant member of VCE (with responsibility for the School/College) as to whether a Business Case is required before taking forward a proposed amendment to add a new pathway to an existing course. Where a Business Case is not required, the amendment will normally require approval via a Major (1) Amendment. Where a Business Case is required, the amendment will normally require approval via a Major (2) Amendment Panel or the Course Approval or Re-Approval process.

Note: The renaming of pathways within a course will require a new pathway to be set up and a new pathway code generated on the student record system.

Note: If removing, replacing or renaming pathways, the Course Suspension and Closure process must be commenced for the original pathway.

Note: The addition of an Apprenticeship to an existing course will normally require approval via the Course Approval or Re-Approval process.

- 4) **Amending the designation of modules between core and optional.** Amending the designation of modules up to 30% of the overall credit value of the course will normally require approval via a Major (1) Amendment. Amending the designation of modules between 30% and 60% of the overall

credit value of the course will normally require approval via a Major (2) Amendment Panel. Amending the designation of modules above 60% of the overall credit value of the course will normally require approval via the Course Re-Approval process.

- 5) **Addition, removal, replacing or renaming the award** ((e.g. BSc) **and/or title** (e.g. Mathematics) of the course, (e.g. adding a Cert HE as an enrollable award). It is necessary to consult with the relevant member of VCE (with responsibility for the School/College) before taking forward a proposed amendment to add, remove, replace or rename an award and/or course title). Changes of this type will normally require approval via a Major (1) Amendment.

Note: A change to the award and/or title of a course will require a new course to be set up and a new course code generated on the student record system.

Note: If removing, replacing or renaming an award and/or course title, the Course Suspension and Closure process must be commenced for the original award and/or course title.

- 6) **Amendments to the meaning of any course learning outcomes.** Amendments of this type will normally require approval via a Major (1) Amendment.
- 7) **Changes to the language of delivery and/or assessment.** Changes of this type will normally require approval via a Major (2) Amendment Panel.
- 8) **Changes to the FHEQ level of any module within the course.** Changes of this type will normally require approval via a Major (1) Amendment.
- 9) **Changes to the credit value of modules.** Changes of this type will normally require approval via a Major (1) Amendment.
- 10) **Change to Apprenticeship type** (e.g. moving from non-integrated to integrated or vice versa)

Note: amendments of this type may also require changes to the course title, course structure and assessment. Changes of this type will normally require approval via a Major (1) Amendment.

- 11) **Changes to existing module titles, aims and descriptions** that affect the content and/or learning outcomes of modules (core or optional). Changes to existing modules up to 30% of the overall credit value of the course will normally require approval via a Major (1) Amendment. Changes between 30% and 60% of the overall credit value of the course will normally require approval via a Major (2) Amendment Panel. Changes above 60% of the overall credit value of the course will normally require approval via the Course Re-Approval process.

Note: A change to a module title will require a new module to be set up and a new module code generated on the student record system.

- 12) **Changes to admissions and entry criteria.** Changes of this type will normally require approval via a Major (1) Amendment.
- 13) **Introduction, removal of/or changes to the external accreditation** of the course including adding or removing assessment thresholds. Changes of this type will normally require approval via a Major (1) Amendment.
- 14) **Addition or removal of an exit award.** Changes of this type will normally require approval via a Major (1) Amendment.
- 15) **Changes to the duration or intake date(s), introduction of a part-time or full-time version** of the course. It is necessary to consult with the relevant member of VCE (with responsibility for the School/College) before taking forward a proposed amendment to change the duration, delivery date, study pattern or delivery site of a course. Changes of this type will normally require approval via a Major (1) Amendment.
- 16) **Addition or removal of a delivery site/campus** of a course. It is necessary to consult with the relevant member of VCE (with responsibility for the School/College) as to whether a Business Case is required before taking forward a proposed amendment to add or remove a delivery site/campus of the course. Where a Business Case is not required, the amendment will normally require approval via a Major (1) Amendment.

Note: For Academic Partners, changes of this type will normally be considered by AQSO in liaison with the GPO using a risk-based approach. Depending on the outcome, a decision will be made as to whether the amendment will require approval via a Major (1) or Major (2) Amendment Panel.

MINOR AMENDMENTS

- 17) **Changes to assessment submission patterns** i.e. changes to the order of assessments e.g. from A1 to A2.
- 18) **Changes to titles, aims and descriptions of a single module** (core or optional) that does not significantly impact on the course learning outcomes.

Note: A change to a module title will require a new module to be set up and a new module code generated on the student record system.
- 19) **Changes to the formative assessment** of the course included within a course and module specification. For amendments to summative assessment see major category 2. above.
- 20) **Addition of a new Extended Masters and/or Enhanced Extended Masters** course to the approved framework.
- 21) **Editorial changes to the wording of the course learning outcomes** that do not alter their meaning.
- 22) **Change to the lead School or College.**

- 23) **Addition of a new optional module, or removal or replacement of existing optional modules and replacing with existing optional modules** (delivered on another course) since the last approval or re-approval. Removals or replacements of optional modules up to 30% of the overall credit value of the course will normally be dealt with via a Minor Amendment. Removing/replacing optional modules above 30% of the overall credit value of the course see major category 1. above.
- 24) **Editorial changes to a Course or Module Specification.**

Note: These types of amendments do not normally require consultation with students.

2.4 Course Specifications and Module Specifications

- 2.4.1 Each course and module must be documented by a complete Course or Module Specification.
- 2.4.2 These documents:
- (a) Form the basis of the legal contract between the University and its students
 - (b) Provide academic and professional colleagues with the course and module details
 - (c) Provide the basis for fit for purpose, accessible and trustworthy marketing materials.
- 2.4.3 Information provided to future and current students must adhere to the Competition and Markets Authority (CMA) 'Higher Education: consumer law advice for providers' to ensure that:
- (a) The University provides students with accurate information about the University's courses or modules and any associated costs at each stage. This includes when they are researching the course prior to application, at the offer stage, and when they enrol and re-enrol with the University
 - (b) The University ensures that course and module information remain accurate and up to date, that once a student has applied for a place any changes to course or module information has the consent of students affected; and
 - (c) The University specifically flags to offer holders and current students any terms and conditions that are particularly noteworthy or otherwise important.
- 2.4.4 Therefore, all staff involved in course or module amendment must use the latest course and module specification templates as older templates may not include all relevant information. **Check with AQSO, who hold the latest templates and the current course and module specifications, for confirmation that the latest templates are being used.**

2.5 Cross School or College or Academic Partnership courses

- 2.5.1 Some courses (or modules) may be jointly delivered by two or more Schools or Colleges e.g. combined, major/minor and joint honours courses, or by an Academic Partner.
- 2.5.2 To avoid confusion and undue effort, milestones in the amendment process should not be duplicated (e.g. submission of documents to the AQSO, engagement with an External Examiner, etc.).
- 2.5.3 The lead School or College, as designated on the Amendment Form (A1), should direct activities. Nonetheless, at key stages all School or Colleges involved must confirm all decisions by providing signatures as directed on the form.

- 2.5.4 The lead School or College must actively consult with their Academic Partners on amendments to subcontracted courses/modules and confirm the partner's ability to deliver the amended course/module(s).
- 2.5.5 Where courses/modules are validated for delivery by an Academic Partner, the lead School or College must confirm support of the proposal prior to submission to AQSO.
- 2.5.6 In addition, for amendments to courses/modules delivered by subcontracted and validated Academic Partners, the Deputy Head of the GPO (Quality and Compliance) must be consulted on the proposed amendment and indicate approval by signing the Amendment Form (A1).

2.6 Apprenticeships

- 2.6.1 For Apprenticeship courses, the normal process outlined above must be followed. In addition, the Director of Apprenticeships must be consulted on the proposed amendment and indicate approval by signing the Amendment Form (A1).

2.7 Timings

- 2.7.1 In most instances, time is required to complete the communications that surround any amendment process and ensure that all students presently on the course have been effectively consulted.
- 2.7.2 Therefore, unless alternative arrangements have been agreed with the relevant VCE member (with responsibility for the School or College) the approved amendment form should be submitted to the AQSO normally no later than:
- Last Friday in March for making major amendments to courses starting the following September and/or February.
 - Last Friday in June for making minor amendments to courses starting the following September and/or February.
- 2.7.3 It should be noted that to obtain all of the information required, work on some aspects of the amendment should begin well in advance of these deadlines.
- 2.7.4 In appropriate circumstances the process of amending a course or module can depart from the timelines stated and be completed more quickly. For instance, where immediate changes are required due to changes in the legal environment in which the course or module is operating; cessation of PSRB regulation.
- 2.7.5 Where Schools or Colleges are handling a course of this nature they should seek guidance from the AQSO at the earliest opportunity.

3 PROPOSING AN AMENDMENT

3.1 Areas to be considered

- 3.1.1 The following areas must be considered prior to proposing an amendment to a course or module(s):
- (a) Relevant prior information on PSRB or other external requirements are taken into account
 - (b) The School or College can commit the allocated staff and financial resources in order to undertake the full development of materials as a result of the amendment
 - (c) The clarity of information for prospective and current students affected by the proposal and
 - (d) Compliance with regulatory, or legislative requirements (e.g. UKVI requirements and consumer protection).

3.2 Amendment Form (A1)

- 3.2.1 An academic staff member (normally the Course Leader) who wishes to propose an amendment to a course or module, prior to completing the Amendment Form (A1), must:
- (a) Request a copy of the latest approved versions of the Course Specification (Form CA3) and the Module Specification(s) (CA4) from the AQSO
 - (b) Check with AQSO whether the course or modules are also delivered by an Academic Partner who may have a customised version of the Course Specification and Module Specification(s)
 - (c) Transfer the Course Specification and Module Specification(s) to the most up to date templates
 - (d) Make the proposed amendments to the Course and Module Specifications using tracked changes only.
- 3.2.2 The Amendment Form, Course and Module Specification templates are accessible on the AQSO SharePoint site.
- 3.2.3 In completing the form, the academic staff member(s) must:
- (a) Consult the Academic Quality and Standards Handbook Section 2 (Qualification and Curriculum Framework) to confirm that the qualification will continue to meet all necessary external statutory and regulatory requirements and will continue to meet the UWL Threshold Qualification Requirements (UWL TQRs)

- (b) Consult the Academic Quality and Standards Handbook Section 5 (Assessment and Feedback) to confirm that the qualification will continue to meet all necessary requirements
- (c) Investigate and understand the requirements of the current (and where possible, immediate future) accreditation by any PSRB, and the implications of the scope of any amendment to the course.

3.2.4 The academic staff member, must also confirm the following on the amendment form:

- (a) The students affected by the amendment by Level including all new and existing students and those resiting and/or retaking a module
- (b) Arrangements for transferring all new and existing students by Level onto the amended version of the course, including those resiting and/or retaking a module on the current version of the course
- (c) How the current modules map to the new/amended modules
- (d) When direct entry to different levels of the amended version of the course will be available
- (e) When the amended course will be available for Academic Partners who deliver the current version (where applicable).

3.3 Student Learning Experience

3.3.1 Feedback

3.3.2 All course amendments should be considered with student feedback in mind.

3.3.3 Student feedback should be gathered at Course Committee Meetings and, where appropriate, at School or College Quality Committees.

3.3.4 When obtaining feedback, the discussions with students must clearly detail the amendment and outline the implications in amending their course. These discussions must be formally recorded in the minutes of the Course Committee meeting and/or School or College Quality Committee.

3.3.5 Level of Student Consultation and Consent

3.3.6 Once student feedback has been received, and the School or College wishes to formally propose the amendment to a course, refer to the Level and Method of Student Consultation and Consent table in 3.3.7 below. The table has been mapped to the Competitions and Markets Authority (CMA) 'Material' Information guidance and establishes which category of amendment requires students to be either informed, and/or consulted and when their consent is required. Further guidance regarding the level of student consultation and consent, sample email templates to send to students and a student consent form template are accessible on the AQSO SharePoint site.

3.3.7 Level and Method of Student Consultation and Consent

CMA Material Information	UWL Amendment Category		Level and method of student Consultation and Consent		
	Major Amendment	Minor Amendment	Inform and method	Consultation and method	Consent and method %
<p>1. Course Title</p> <p>2. The award to be received on successful completion of the course and, if relevant, the awarding body or institution</p>	<p>5. Addition, removal, replacing or renaming the award (e.g. BSc) and/or title (e.g. Mathematics) of the course, (e.g. adding a Cert HE as an enrollable award). It is necessary to consult with the relevant member of VCE (with responsibility for the School/College) before taking forward a proposed amendment to add, remove, replace or rename an award and/or course title). Changes of this type will normally require approval via a Major (1) Amendment.</p> <p>Note: A change to the award and/or title of a course will require a new course to be set up and a new course code generated on the student record system.</p> <p>Note: If removing, replacing or renaming an award and/or course title, the Course Suspension and Closure process must be</p>	-	Course team to inform all 'live' applicants via Admissions team	100% student consultation if affecting existing students. Course team to contact all students in writing.	<p>100% student consent if affecting existing students.</p> <p>Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.</p>

	<p>commenced for the original award and/or course title.</p>				
	<p>3. Addition, removal, replacing or renaming of pathways within a course, including adding a placement, internship, Level 6 top up or Study Abroad. It is necessary to consult with the relevant member of VCE (with responsibility for the School/College) as to whether a Business Case is required before taking forward a proposed amendment to add a new pathway to an existing course. Where a Business Case is not required, the amendment will normally require approval via a Major (1) Amendment. Where a Business Case is required, the amendment will normally require approval via a Major (2) Amendment Panel or the Course Approval or Re-Approval process.</p> <p>Note: The renaming of pathways within a course will require a new pathway to be set up and a new pathway code generated on the student record system.</p> <p>Note: If removing, replacing or renaming pathways, the Course Suspension and Closure process must be commenced for the original pathway.</p> <p>Note: The addition of an Apprenticeship to an existing</p>	<p>-</p>	<p>Course team to inform all 'live' applicants via Admissions team</p> <p>Addition of pathways, Course team to inform all students if affecting existing students. Course team to contact all students in writing.</p>	<p>Removing, replacing renaming of pathways, 100% student consultation if affecting existing students</p>	<p>Removing, replacing renaming of pathways, 100% student consent if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.</p>

	course will normally require approval via the Course Approval or Re-Approval process.				
	<p>10) Change to Apprenticeship type (e.g. moving from non-integrated to integrated or vice versa)</p> <p>Note: amendments of this type may also require changes to the course title, course structure and assessment. Changes of this type will normally require approval via a Major (1) Amendment.</p>	-	Course team to inform all 'live' applicants via Admissions team	Changes to course title, course structure and assessment - 100% student consultation if affecting existing students. Course team to contact all students in writing.	<p>Changes to course title - 100% student consent if affecting existing students.</p> <p>Changes to course structure and assessment - Majority student consent (51%) if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.</p>
	14. Addition or removal of an exit award. Changes of this type will normally require approval via a Major (1) Amendment.	-	<p>Course team to inform all 'live' applicants via Admissions team</p> <p>Addition of exit award, inform all students if affecting existing students. Course team to contact all students in writing</p>	Removal of exit award – not permissible for existing students	Removal of exit award – not permissible for existing students

<p>2. Entry requirements/criteria (both academic and non-academic and an indication of the standard/typical offer level criteria.</p>	<p>12. Changes to admissions and entry criteria. Changes of this type will normally require approval via a Major (1) Amendment.</p>	<p>-</p>	<p>Course team to inform all 'live' applicants via Admissions team</p>	<p>Not permissible for existing students</p>	<p>Not permissible for existing students</p>
<p>3. Core modules for the course and an indication of likely optional modules, including whether there are any optional modules that are generally provided each year</p>	<p>1. Adding new modules or replacing existing modules with new modules and/or existing modules (delivered on another course) since the last approval or re-approval. Additions/removals/replacements of core modules up to 30% of the overall credit value of the course will normally require approval via a Major (1) Amendment. Additions/removals/replacements of any designation of modules between 30% and 60% of the overall credit value of the course will normally require approval via a Major (2) Amendment Panel. Additions/removals/replacements above 60% of the overall credit value of the course will normally require approval via the Course Re-Approval process.</p>	<p>-</p>	<p>Course team to inform all 'live' applicants via Admissions team</p>	<p>100% student consultation if affecting existing students. Course team to contact all students in writing.</p>	<p>Majority student consent (51%) if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.</p>
	<p>4. Amending the designation of modules between core and optional. Amending the designation of modules up to 30% of the overall credit value of the course will normally require approval via a Major (1) Amendment. Amending the designation of modules between 30% and 60% of the overall credit value of the course will normally require approval via a Major (2)</p>	<p>-</p>	<p>Course Team to inform all 'live' applicants via Admissions team</p>	<p>100% student consultation if affecting existing students. Course team to contact all students in writing.</p>	<p>Majority student consent (51%) if affecting existing students. Course Team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.</p>

	Amendment Panel. Amending the designation of modules above 60% of the overall credit value of the course will normally require approval via the Course Re-Approval process.				
	8. Changes to the FHEQ level of any module within the course. Changes of this type will normally require approval via a Major (1) Amendment.	-	Course Team to inform all 'live' applicants via Admissions team	100% student consultation if affecting existing students. Course Team to contact all students in writing.	Majority student consent (51%) if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.
	9. Changes to the credit value of modules. Changes of this type will normally require approval via a Major (1) Amendment.	-	Course team to inform all 'live' applicants via Admissions team	100% student consultation if affecting existing students. Course team to contact all students in writing.	Majority student consent (51%) if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.
	11. Changes to existing module titles, aims and descriptions that affect the content and/or learning outcomes of modules (core or optional). Changes to existing modules up to 30% of the overall credit value of the course will normally require approval via a Major (1) Amendment. Changes between 30% and 60% of the overall credit value of the course	-	Course Team to inform all 'live' applicants via Admissions team	100% student consultation if affecting existing students. Course team to contact all students in writing.	Majority student consent (51%) if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be

	<p>will normally require approval via a Major (2) Amendment Panel. Changes above 60% of the overall credit value of the course will normally require approval via the Course Re-Approval process.</p> <p>Note: A change to a module title will require a new module to be set up and a new module code generated on the student record system.</p>				provided by AQSO.
-		<p>18. Changes to titles, aims and descriptions of a single module (core or optional) that does not significantly impact on the course learning outcomes.</p> <p>Note: A change to a module title will require a new module to be set up and a new module code generated on the student record system.</p>	<p>'Live' applicants – n/a</p> <p>Inform all students if affecting existing students. Course team to contact all students in writing.</p>	n/a	n/a
-		<p>23. Adding a new optional module, or removing or replacing existing optional modules and replacing with existing optional modules (delivered on another course) since the last approval or re-approval. Removals or</p>	<p>'Live' applicants – n/a</p> <p>Inform all students if affecting existing students. Course team to contact all students in writing.</p>	n/a	n/a

		replacements of optional modules up to 30% of the overall credit value of the course will normally be dealt with via a Minor Amendment. Removing/replacing optional modules above 30% of the overall credit value of the course see major category 1.			
<p>4. Information about the composition of the course and how it will be delivered, and the balance between the various elements, such as the number and type of contact hours that students can expect (for example, lectures, seminars (and whether these will be in person, online or a mix of blended learning), work placements, and feedback on assignments), the expected workload of students (for example the expected 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.</p> <p>5. The overall method(s) of assessment for the course, for example by exams, coursework</p>	<p>2. Amendments to the learning, teaching and assessment strategy of the course which results in changes to delivery mode (i.e. online, distance learning), teaching delivery methods (i.e. lectures, seminars, laboratory work), semester in which modules are delivered, contact time, and summative assessments (i.e. assessment type and/or sub-type e.g. change from blog to case study, weighting, word count (or equivalent)). Amendments up to 30% of the overall credit value of the course will normally require approval via a Major (1) Amendment. Amendments to the learning, teaching and assessment strategy between 30% and 60% of the overall credit value of the course will normally require approval via a Major (2) Amendment Panel. Amendments to the learning, teaching and assessment strategy</p>	-	Course team to inform all 'live' applicants via Admissions team	100% student consultation if affecting existing students. Course team to contact all students in writing.	<p>Majority student consent (51%) if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.</p> <p>Changes to delivery mode, contact hours 100% student consent if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be</p>

or practical assessments, etc (or a combination of these)	above 60% of the overall credit value of the course will normally require approval via the Course Re-Approval process. For amendments to formative assessment see minor category 17.				provided by AQSO.
	6. Amendments to the meaning of any course learning outcomes. Amendments of this type will normally require approval via a Major (1) Amendment.	-	'Live' applicants – n/a	100% student consultation if affecting existing students. Course Team to contact all students in writing.	Majority student consent (51%) if affecting existing students. Course Team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.
	7. Changes to the language of delivery and/or assessment. Changes of this type will normally require approval via a Major (2) Amendment Panel.		Course team to inform all 'live' applicants via Admissions team	100% student consultation if affecting existing students. Course team to contact all students in writing.	100% student consent if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.
	-	17. Changes to assessment submission patterns i.e. changes to the	'Live' applicants – n/a Inform all students if affecting existing students. Course	n/a	n/a

		order of assessments e.g. from A1 to A2.	team to contact all students in writing.		
	-	19. Changes to the formative assessment of the course included within a course and module specification. For amendments to summative assessment see major category 2.	'Live' applicants – n/a Inform all students if affecting existing students. Course team to contact all students in writing.	n/a	n/a
7. Location of study or possible locations, which should also include the likely or possible location of any work placements to be undertaken (where known)	15. Changes to the duration or intake date(s) or introduction of a part-time or full-time version of the course. It is necessary to consult with the relevant member of VCE (with responsibility for the School/College) before taking forward a proposed amendment to change the duration, delivery date, study pattern or delivery site of a course. Changes of this type will normally require approval via a Major (1) Amendment.	-	Course team to inform all 'live' applicants via Admissions team	100% student consultation if affecting existing students. Course team to contact all students in writing.	100% student consent if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.
8. Length of the course	16. Addition or removal of a delivery site/campus of a course. It is necessary to consult with the relevant member of VCE (with responsibility for the School/College) as to whether a Business Case is required before taking forward a proposed amendment to add or remove a delivery site/campus of the course. Where a Business Case is not	-	Course team to inform all 'live' applicants via Admissions team	100% student consultation if affecting existing students. Course team to contact all students in writing.	100% student consent if affecting existing students. Course team to contact all students in writing to obtain consent. Consent form template to be

	<p>required, the amendment will normally require approval via a Major (1) Amendment.</p> <p>Note: For Academic Partners, changes of this type will normally be considered by AQSO in liaison with the GPO using a risk-based approach. Depending on the outcome, a decision will be made as to whether the amendment will require approval via a Major (1) or Major (2) Amendment Panel.</p>				provided by AQSO.
<p>9. Whether the course and provider are regulated and by whom, for example, regulated in England by the OfS, in Wales by HEFCW, in Scotland by the SFC, in Northern Ireland by the DfE, or has a specific course designation</p>	n/a as not part of course amendment process	n/a	n/a	n/a	n/a
<p>10. Whether the course is accredited, for example by a professional, statutory or regulatory body, and by whom</p>	<p>13. Introduction, removal of/or changes to the external accreditation of the course including adding or removing assessment thresholds. Changes of this type will normally require approval via a Major (1) Amendment.</p>	-	Course team to inform all 'live' applicants via Admissions team.	100% student consultation if affecting existing students. Course team to contact all students in writing.	<p>100% student consent if affecting existing students.</p> <p>Course team to contact all students in writing to obtain consent. Consent form template to be provided by AQSO.</p>
<p>11. Additionally, any particular terms, such as those in the HE provider's rules and regulations, that apply to the course that students may find particularly surprising (such as, for example, a term explaining that the body</p>	n/a as not part of course amendment process	n/a	n/a	n/a	n/a

awarding the degree is different to the HE provider running the course) or are otherwise important (such as, for example, any rules or regulations whose contravention might prevent a student from completing their course, or variation terms regarding course content, delivery or withdrawal)					
Not part of CMA Material Information so has not been mapped	-	20. Addition of a new Extended Masters and/or Enhanced Extended Masters course to the approved framework.	n/a	n/a	n/a
Not part of CMA Material Information so has not been mapped	-	21. Editorial changes to the wording of the course learning outcomes that do not alter their meaning	'Live' applicants – n/a Inform all students if affecting existing students. Course team to contact all students in writing.	n/a	n/a
Not part of CMA Material Information so has not been mapped	-	22. Change to the lead School or College	Course Team to inform all 'live' applicants via Admissions team Inform all students if affecting existing students. Course team to contact all students in writing.	n/a	n/a
Not part of CMA Material Information so has not been mapped	-	24. Editorial changes to a Course or Module Specification. Note: These types of	n/a	n/a	n/a

		amendments do not normally require consultation with students			
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Note: In some circumstances, there may be a deviation from the level of student consultation and consent listed in 3.3.7 above where a course is an apprenticeship, or the amendment is in response to PSRB requirements.

3.3.8 The academic staff member must conduct discussions with:

- Academic Registry colleagues to establish:
 - 1) whether the proposed amendment will impact the regulatory requirements for the course
 - 2) the need for any non-standard regulations that may be required due to the amendment
 - 3) the arrangements for transferring all new and existing students by Level onto the amended version of the course, including those resiting and/or retaking a module on the current version of the course
- GPO regarding the effects of the amendment for delivery in one of the University branch campuses or Academic Partnerships (where relevant)
- All Academic Partnership Course Leaders affected by the proposed amendment and the Academic Partnership Link Tutors (where relevant)
- The Apprenticeship Office, if amending an Apprenticeship
- Compliance, if making the following amendments to a course which recruits international students:
 - 1) amending course start and end dates
 - 2) amending course title
 - 3) adding a new course delivery location
 - 4) adding or amending field trips, placements, internships, work experience elements
- The CELT School or College Academic Developer, if making the following amendments to a course:
 - 1) adding a new pathway to an existing course
 - 2) developing a new course using modules from an existing course(s)
 - 3) adding a new module (core or option)
 - 4) replacing existing modules (core or option) with new modules or existing modules from another course(s)
 - 5) adding or amending course or module Learning Outcomes
 - 6) changes to the Learning Teaching and Assessment Strategy
- The External Examiner to receive their comments and approval for any Major (1) or (2) amendments.

- Admissions to establish if the amendment affects any current offer holders.
- The Placement and Employment Services if amending a course with a *placement/internship/work experience/work-based learning module.

The Placement/Internship/Work Experience/Work-Based Learning Checklist must be completed and submitted to the Placement and Employment Services for their comment for courses with a Placement or Internship or Work Experience or Work-Based Learning module.

Note: The Placement/Internships Checklist is not required to be completed for practice placements linked to courses within the College of Nursing, Midwifery and Healthcare/non-credit bearing//internal work experience modules/Academic Partner courses

- 3.3.9 For minor amendments, the completed Amendment Form (A1) must be signed by the Course Leader before submission for consideration, approval and signature by the Academic Quality Lead.
- 3.3.10 For Major (1) and (2) amendments, the completed Amendment Form (A1) must be signed by the Course Leader before submission for review and recommendation for approval by the School or College Quality Committee/Curriculum Amendment Quality Review Sub-group.
- 3.3.11 Where the proposal is in relation to a course and/or module(s) jointly delivered by two or more Schools or Colleges, the respective Course Leader and Academic Quality Lead in each School or College should approve and sign the amendment form.
- 3.3.12 Where the proposal is in relation to a course and/or module(s) jointly delivered by a School or College and one or more Academic Partners, the Course Leader and Academic Partnership Link Tutor in each Academic Partner must approve and sign the amendment form.

3.4 Approval by the Academic Quality Lead

- 3.4.1 The fully endorsed Amendment Form (A1) should be submitted to AQSO for approval by the Academic Quality Lead.
- 3.4.2 In signing the Amendment Form (A1), the Academic Quality Lead (Minor Amendment), and in their capacity as Chair of the School or College Quality Committee or School or College Amendment Quality Review Sub-group (Major 1 and 2 amendments), confirms that the proposal has been through the necessary School or College consideration.
- 3.4.3 The approval confirms that the following points have been discussed and confirmed by the Academic Quality Lead:
- (a) The proposed amendment is consistent with the University and School or College business plans

- (b) The proposed amendment is consistent with good practice in learning teaching and assessment
- (c) The proposed amendment and supporting documentation have been completed in full.

3.4.4 Where amendment forms have incomplete sections, missing signatures or the course documentation has not been transferred to the most up to date Course and/or Module Specification templates and/or not been amended using tracked-changes, they will be returned to the Academic Quality Lead for completion, prior to further processing.

4 APPROVAL

4.1 Overview

4.1.1 Course Amendment approval ensures:

- (a) The course remains congruent with the Qualifications and Curriculum Framework described in the Academic Quality and Standards Handbook Section 2 (Qualifications and Curriculum Framework)
- (b) The course remains congruent with the Assessment and Feedback framework described in the Academic Quality and Standards Handbook Section 5 (Assessment and Feedback)
- (c) The course continues to be designed in accordance with the academic standards for the designated award(s)
- (d) The course continues to be designed in accordance with the University 's approved principles and regulations, as approved by the Academic Board
- (e) There are (or will be) sufficient appropriately qualified and skilled staff to deliver a high-quality learning experience for all students on the amended course
- (f) There are sufficient and appropriate facilities, learning resources, and student support services to deliver a high-quality learning experience for all students on the amended course
- (g) There will continue to be compliance with regulatory or legislative requirements (e.g. UKVI and consumer protection).

4.1.2 Amendment approval consists of the steps articulated in 3.2 above, followed by:

- (a) Approval of Major (2) amendment
- (b) Approval of Major (1) amendment
- (c) Approval of Minor amendment

4.1.2.2 Implementation of the amendment

4.1.3 Following a successful Amendment approval:

- (a) The amended course can be marketed on the University's website, and in its prospectus, and students offered places on the amended course
- (b) Students can be enrolled on the amended elements of the course and the amended course can be delivered to students
- (c) The School or College can commit the allocated staff and financial resources to undertake delivery of the amended course

- (d) Where necessary, the School or College, in consultation with the AQSO, can undertake relevant PSRB notification or accreditation processes, in some cases for Statutory or Regulatory bodies this may be taken in parallel with the amendment approval process.

4.2 Approval of Major Amendments

4.2.1 Major (2) Amendments

4.2.1.1 Major (2) amendments will be reviewed and recommended for approval by the School or College Quality Committee or the School or College Curriculum Amendment Quality Review Sub-group.

4.2.1.2 After considering the proposal, the School or College Quality Committee or Sub-group will take one of the following actions:

- (a) Approve without revisions
- (b) Approve subject to revisions to the satisfaction of the Academic Quality Lead
- (c) Refer for resubmission to the School or College Quality Committee or Sub-group at a later date to be agreed by the School or College
- (d) Reject the amendment.

4.2.1.3 Where the scrutiny is conducted by the Curriculum Amendment Quality Review Sub- group, the outcome should be reported to the next School or College Quality Committee meeting.

4.2.1.4 Once the School or College Quality Committee or Sub-group has recommended the proposal for final approval, the Academic Quality Lead must submit all documentation to the AQSO for presentation to the Major (2) Amendment Panel.

4.2.1.5 Major (2) Amendment Panels will normally comprise:

- Director of Academic Quality and Standards (or their nominee) or Senior member of Academic Staff from a School or College not associated with the course being amended (to act as Chair)
- Deputy Head of the GPO (Quality and Compliance) (or their nominee) (if course involves Academic Partnership)
- Director of Apprenticeships (or their nominee) (where an apprenticeship is part of the amendment)
- 1 Internal Panellist (Academic) (from another School or College within the University)
- 1 or more representative from the PSRB (where relevant)
- Existing External Examiner (where required). If they are unable to attend, their written comments can be provided on the amendment form (A1)
- 1 Student Panellist and/or 1 Students' Union (SU) member representing the overarching student experience (students/SU members will receive training in advance)

- Academic Registry Adviser (Assistant Registrar)
- Academic Quality Adviser (normally the Senior Quality Officer: Approval, Accreditation and Amendment)
- A minute taker from the AQSO will attend the event.

4.2.1.6 The Panel will have the authority to:

- (a) Approve without conditions or recommendations
- (b) Approve subject to conditions and/or recommendations
- (c) Refer for resubmission at a later date to be agreed by all stakeholders
- (d) Reject the amendment.

4.2.1.7 The normal deadline date to be specified by the Panel for meeting any conditions of approval and/or editorial amendments will be four weeks from the date the course amendment was considered for approval by the Panel.

4.2.1.8 A Course Approval, Re-Approval and Major (2) Amendment Outcomes and Record of Event (Form CA8) must be used to record the decision of the Panel and any conditions, recommendations and editorial amendments and will be completed after the event by the AQSO minute taker. The AQSO will send the completed CA8 Form to the Amendment Proposer, Course Leader, the Dean or Director or Head of School or College and the Academic Quality Lead.

4.2.1.9 Once the Chair of the Panel has granted final approval (following the meeting of any conditions of approval and/or editorial amendments), the AQSO will send a formal notification of approval email (which will include the approved and final versions of the course documentation) to the Amendment Proposer, Course Leader, Dean or Director or Head of School or College, the Academic Quality Lead and the relevant professional services teams.

4.2.2 **Major (1) Amendment**

4.2.2.1 Major (1) amendments will be reviewed and recommended for approval by the School or College Quality Committee or the School or College Curriculum Amendment Quality Review Sub-group.

4.2.2.2 After considering the proposal, the School or College Quality Committee or Sub-group will take one of the following actions:

- (a) Approve without revisions
- (b) Approve subject to revisions to the satisfaction of the Academic Quality Lead
- (c) Refer for resubmission to the School or College Quality Committee or Sub-group at a later date agreed by the School or College

- (d) Refer for submission via a Major (2) Amendment Panel or the Course Re-Approval process.
- (e) Reject

4.2.2.3 Where the scrutiny is conducted by the Curriculum Amendment Quality Review Sub-group, the outcome should be reported to the next School or College Quality Committee meeting.

4.2.2.4 Once the School or College Quality Committee or Sub-group has recommended the proposal for approval, the Academic Quality Lead must submit all documentation to the AQSO for the final approval of the Director of Academic Quality and Standards or their nominee.

4.3 Approval of Minor Amendments

4.3.1 Minor amendments will be submitted to the relevant Academic Quality Lead for consideration and approval.

4.3.2 After considering the proposal the Academic Quality Lead will take one of the following actions:

- (a) Approve without revisions
- (b) Approve subject to revisions to the satisfaction of the Academic Quality Lead
- (c) Refer for resubmission to the School or College Quality Committee or Sub-group as a Major (1) or Major (2) amendment at a later date agreed by the Academic Quality Lead
- (d) Reject

4.3.3 Once the School or College Academic Quality Lead has granted final approval they must submit the fully completed amendment form and amended Course and/or Module Specification(s) to the AQSO for ratification.

4.4 Implementation of amendment

4.4.1 For Major (2), Major (1), and Minor Amendments, once the amendment has been ratified/fully approved by AQSO, the AQSO will accept the tracked-changes to the Course Specification and/or Module Specification(s); send a formal notification of approval email (which will include the approved and final versions of the course documentation) to the Amendment Proposer, Course Leader, Academic Partner (where applicable), Dean or Director or Head of School or College, the Academic Quality Lead and the following professional services teams:

- Strategic Planning
- Marketing, Recruitment and Admissions
- Academic Registry

- GPO (where relevant)
- Apprenticeships Office (where relevant)
- Placement and Employment Services (where relevant)
- Careers and Volunteering Office
- Library Services
- Webcontent Team
- Compliance

4.4.2 Until approval is complete students must not enrol on the amended element of the course or module and must not attend scheduled sessions or any placement.