



START

An existing programme requires amendment

Look at the categories of amendment table in TQA Approval and Revision of Taught Modules and Programmes Handbook 5.3. Which applies?

**Significant
(No. 1 – 5)**

Programmes undergoing significant amendment must undergo the same process as for new programmes (ie. Business Approval and Academic Approval).
Please follow the New Programme Flowchart.

**Moderate
(No. 6)**

Complete Moderate Amendment **Section N** of the PAAF and obtain the following signatures in **Section O**:

1. Programme Director/Developer
2. Chair of College Education Strategy Group (or nominee)
3. Head of Admissions

**Moderate
(No. 7 – 11)**

Complete Moderate Amendment **Section P** of the PAAF and obtain the following signatures in **Section Q**:

1. Programme Director/Developer
2. Chair of College Education Strategy Group (or nominee)
3. Current External Examiner
4. Head of Admissions
5. Immigration Compliance Manager

Alongside the PAAF please provide the following paperwork (where applicable):

1. Existing Programme Specification with highlighted amendments
2. New Module Descriptors
3. Existing Module Descriptors with highlighted amendments

**Minor
(No. 12– 17)**

Complete Minor Amendment **Section R** of the PAAF and obtain the following signatures in **Section S**:

1. Programme Director/Developer
2. Signature from the Chair of College Education Strategy Group (or nominee) **OR** evidence of approval by the College Education Strategy Group (e.g. minutes).

Alongside the PAAF please provide the following paperwork (where applicable):

1. Existing Programme Specification with highlighted amendments
2. New Module Descriptors
3. Existing Module Descriptors with highlighted amendments

**Minor
(No. 18 – 23)**

Approval is granted by the College Education Strategy Group (or nominated body) without notifying the Programme Approval Team. Where applicable the following should be made available to this group:

1. Existing Programme Specification with highlighted amendments
2. New Module Descriptors
3. Existing Module Descriptors with highlighted amendments

Submit PAAF and additional paperwork (where applicable) to:
programmeapproval@exeter.ac.uk

END

The Programme Approval Team will work with Professional Services Teams (Strategic Planning, Admissions, Student Records, Marketing and Student Fees) to make amendments as necessary.