APPROVAL AND REVISION OF TAUGHT MODULES AND PROGRAMMES HANDBOOK

Chapter 5 - Amendments to Existing Programmes and Modules

5.   Amendments to Existing Programmes and Modules

5.1   Procedures and Requirements for Amending Existing Modules

5.1.1   When making any amendments to existing modules and programmes as described below, please ensure that any proposal is aligned with the expectations of the University's Student Protection Plan.

5.1.2   Faculties **must** have in place clear, documented internal procedures for managing the design, scrutiny and approval of new and amended modules. These procedures **should** culminate in the proposal being considered by the Faculty Education and Student Experience Committees (or its nominated body). It is important that Faculties consider any amendments to programmes or modules which may impact on the requirements of accrediting Professional, Statutory and Regulatory Bodies (PSRBs).

5.1.3   Faculties **should** ensure that Module Descriptors are suitably edited to reflect all amendments at module level.

5.1.4   All module amendments **must** be submitted via the University Module Amendment Site for approval by the relevant Director for Education and Student Experience (or nominated deputy), except in cases where the proposal represents an amendment to any overarching programme/s outside of those approved in Faculty, as defined in the table in section 5.3.1.

5.1.5   Faculties **may** approve new modules and amendments to existing modules as convenient, for introduction in the following academic year.

a.   All Undergraduate Year 2, 3 and 4 Module amendments for the following academic year **must** be made in advance of the published University deadline, which is usually in February and in advance of the Online Module Selection process.

b.   All Undergraduate Year 1 and Postgraduate Taught module amendments for the following academic year **must** be made by the published University deadline, which is usually in April.

c.   These deadlines will be confirmed on an annual basis and are designed to ensure that Faculties have the opportunity to act on intelligence from the current academic year to

improve forthcoming delivery, whilst ensuring that there is time to communicate details of proposed changes to key stakeholders (e.g. students, Student Records, and Hubs/Info Points).

5.1.6   Once an academic year has commenced, Faculties **should not** introduce amendments to existing modules in that year. Where such changes are unavoidable the changes **must** be communicated with, and consent **should** be gained from all affected participants.

5.1.7   Where an overarching programme is significantly changed as a result of amendments to existing modules, that programme **should** repeat the full approval process.

5.2   Procedures and Requirements for Amending Existing Programmes (including Non-award Programmes)

5.2.1   Faculties **must** have in place clear, documented internal procedures for managing the design, scrutiny and approval of new and amended programmes and non-award programmes. In the case of new modules and amendments to programmes and non-award programmes, these procedures **should** culminate in the proposal being considered by the Faculty Education and Student Experience Committees (or its nominated body). It is important that Faculties consider any amendments to programmes or modules which may impact on the requirements of accrediting Professional, Statutory and Regulatory Bodies (PSRBs).

5.2.2   Faculties **should** ensure that Programme Specifications are suitably edited to reflect all amendments at programme and module level (e.g. introduction of new modules or withdrawal of existing modules).

5.2.3   Faculties **may** approve amendments to existing programmes as convenient, for introduction in the following academic year. Nonetheless, all such proposals **should** receive final approval from the relevant Faculty before the start of the academic year in which they become active. This gives Faculties the opportunity to act on intelligence from the current academic year to improve forthcoming delivery, whilst ensuring that there is time to communicate details of proposed changes to key stakeholders (e.g. Student Records).

5.2.4   Once an academic year has commenced, Faculties **should not** introduce amendments to existing programmes in that year. Where such changes are unavoidable the

changes **must** be communicated with, and consent **should** be gained from all affected participants.

5.2.5 Faculties **should** monitor the cumulative amendments to programmes, to identify if any thresholds are breached whereby action is required (i.e. amendments 1, 2 and 3 in the table in section 5.3.1).

5.3   Categories of Amendment

5.3.1 The University of Exeter takes a risk-based approach to the approval and amendment of programmes. Proposals are therefore categorised as significant (red), moderate (orange/yellow) or minor (green) according to the magnitude of the proposed change, with proportionate approval procedures for each category. For support to identify the appropriate category, please contact PDQE.

		Amendment
Significant (Red)	1	Replacement of over one third of the compulsory credit
	2	Changes to over one third of the programme's intended learning outcomes
	3	Changes to the delivery method of over one third of the compulsory credit (e.g. replacing campus-based delivery with distance learning)
	4	Changes to the RQF level of the final award
	5	Changes to the credit value of the programme (unless covered by any points below)
Moderate (Orange/Yellow)	6	Addition, removal or renaming of pathways within the programme
	7	Changes to the award (e.g. BSc) and/or title (e.g. Mathematics) of the programme
	8	Replacement of up to one third of the compulsory credit with compulsory credit
	9	Replacement of up to one third of the optional credit with compulsory credit
	10	Replacement of up to one third of the compulsory credit with optional credit
	11	Addition of a variant (B) (parent/child programme variant)
Minor (Geen) (Amendment Form required)	12	Addition of an interim/exit award
	13	Addition of a variant (A) (e.g. study abroad/work/industrial/professional placement)
	14	Introduction of an intercalated variant of a full-time programme
	15	Changes to the duration of the programme and/or introduction of a part-time version of a full-time programme (and vice versa)
	16	Change to location of delivery
	17	Introduction of or changes to external accreditation of the programme
Minor (Green) (No Amendment Form required)	18	Change/s to the lead Faculty
	19	Changes to up to one third of the programme's intended learning outcomes

	20	Restructuring of named pathways within a programme, where the changes do not result in replacement of more than one third of the compulsory credit or more than one third of the programme's intended learning outcomes
	21	Changes to the delivery method of up to one third of the compulsory credit (e.g. replacing campus-based delivery with distance learning)
	22	Addition, replacement or deletion of optional modules with other optional modules (for those modules which contribute to less than one third of the credit of the programme); N.B deletion of optional credit and its replacement with compulsory credit or vice versa is a moderate amendment (see 9 and 10)
	23	Other changes to the Programme Specification – please confirm with the relevant PDQE team if unsure: ESE Quality team HLS Quality team HASS Quality team

5.4   Process for Significant Programme Amendments

5.4.1 As for new programmes, the full approval process is required (i.e. Viability Assessment, Business Approval and Academic Approval).

5.5   Process for Moderate Programme Amendments

5.5.1 The appropriate sections of the Programme Moderate and Minor Amendment Form (ARTMAP Annex 2) must be completed and provided to the PQDE team. Evidence of approval is required from the Programme Director/Developer, the Faculty Education and Student Experience Committee (or its nominated body) and a current External Examiner. The PDQE team will then seek approval from the Dean for Taught Students or the Associate Dean for Taught Students, or the Dean for Postgraduate Research Students (for Professional Doctorates). On approval, the PDQE team will inform other professional services as appropriate (e.g. Student Records, to ensure necessary changes are made in SITS).

5.5.2 The following paperwork is required for moderate programme amendments and should be made available to the Faculty Education and Student Experience Committee (or its nominated body) and provided to the PDQE team:

a.   A Programme Moderate and Minor Amendment Form (ARTMAP Annex 2) with the appropriate sections completed. This includes approval from the following:

i. Programme Director/Developer

ii. Director of Education and Student Experience

iii Chair of Faculty Education and Student Experience Committee or its nominated body (usually the Associate Pro-Vice-Chancellor for Education or nominee) or evidence of approval by the Faculty Education and Student Experience Committee or its nominated body (e.g. minutes) alongside the Programme Moderate and Minor Amendment Form.

iv. Current External Examiner

v. Head of Admissions

vi. Immigration Compliance Manager

vii.Head of Education Support

viii. Senior Quality Enhancement Advisor

b.   Where applicable, the existing Programme Specification with highlighted amendments.

c.   Where applicable, new Module Descriptors (ARTMAP Annex 6).

d.   Where applicable, existing Module Descriptors with highlighted amendments.

5.5.3 In approving moderate programme amendments the Faculty Education and Student Experience Committee (or its nominated body) confirms that the statements listed in Chapter 4 Academic Approval, section 4.2.4 remain true.

5.5.4 Records **must** be collected, confirming all decisions made by the Faculty Education and Student Experience Committee (or its nominated body). These **must** be retained in Faculty for future reference, along with the rationale and copies of the approved Programme Specification and/or Module Descriptor/s.

5.5.5 In the event that Faculties replace optional credit with compulsory credit, compulsory credit with compulsory credit, or compulsory credit with optional credit in a programme on which students are currently registered, the Faculty must communicate with affected individuals at the earliest opportunity (email correspondence is acceptable) to inform them of the ramifications or any implications. This includes where changes are advantageous for the students. It is important that the Competition and Markets (CMA) 'UK higher education providers - advice on consumer protection law' is adhered to (see Chapter 1 Introduction, Section 1.2.2). If you have any queries about this please do not hesitate to contact the PDQE team at the earliest opportunity for advice.

5.5.6 In the event that Faculties replace optional credit with compulsory credit, compulsory credit with compulsory credit, or compulsory credit with optional credit in a programme, and there are current offer holders, the Faculty should communicate with affected individuals at the earliest opportunity to inform them of the ramifications or any implications (including where changes are advantageous for the students) and any alternative programmes that they may be able to access. This includes providing them with appropriate support to find an alternative programme at another institution if standard application deadlines have passed (i.e. the UCAS equal consideration deadline). Applicants will be permitted to withdraw from the University without any liability for fees. Details of the steps taken to communicate with affected offer holders should be included on the Programme Moderate and Minor Amendment Form. It is important that the Competition and Markets Authority (CMA) 'UK higher education providers - advice on consumer protection law' is adhered to (see Chapter 1 Introduction, Section 1.2.2). If you have any queries about this please do not hesitate to contact the PDQE at the earliest opportunity for advice.

5.5.7 The procedures and requirements for changing the title and/or status of a programme still apply in cases where a programme has been granted Business Approval but which has yet to receive Academic Approval, or has not welcomed a first cohort of participants.

5.6   Process for Minor Programme Amendment

5.6.1 The following paperwork is required for Minor Amendments (Programme Moderate and Minor Amendment Form required), i.e. amendments 12-17 in the above table, and should be made available to the Faculty Education and Student Experience Committee (or its nominated body) and provided to the PDQE team:

a.   A Programme Moderate and Minor Amendment Form with the appropriate sections completed.

b.   Where applicable, the existing Programme Specification with highlighted amendments.

c.   Where applicable, new Module Descriptors (ARTMAP Annex 6).

d.   Where applicable, existing Module Descriptors with highlighted amendments.

5.6.2 For Minor Amendments (no Form is required), i.e. amendments 18-23 in the above table, the Faculty Education and Student Experience Committee (or its nominated body) grant approval. To facilitate a decision by the Faculty Education and Student Experience Committee (or its nominated body) where applicable, the new/existing Programme Specification and/or Module Descriptors with highlighted amendments should be made available to the relevant Faculty PDQE Team. In approving minor programme amendments the Faculty Education and Student Experience Committee (or its nominated body) confirms that the statements listed in section 4.2.4 remain valid.

5.6.3 Records **must** be taken, confirming all decisions made by the Faculty Education and Student Experience Committee (or its nominated body). These **must** be retained in Faculty for future reference, along with the rationale and copies of the approved Programme Specification and/or Module Descriptor/s.

5.7   Changing the Status of a Programme (Withdrawal/Interruption and Reinstatements)

5.7.1 To withdraw, interrupt or reinstate a programme, completion of the Change of Status Form is required (ARTMAP Annex 3).

5.7.2 Programmes may be interrupted where there is a temporary obstacle to delivery (e.g. a key member of staff is otherwise engaged in study leave or parental duties). Interrupted programmes are not automatically reinstated after a given period (e.g. one year). Rather, an interruption will remain in place for three years or until the appropriate Faculty/Faculties request/s a further change of status.

5.7.3 After three calendar years, an interrupted programme will be automatically withdrawn. Where Faculties wish to prevent this from happening they should contact the PDQE team to explain the current status of the programme.

5.7.4 Where Faculties wish for a retitled or reinstated programme to appear in University marketing materials and/or UCAS listings, they should be mindful that the same deadlines apply as for new programmes (section 3.3.1 in Chapter 3 of the Approval and Revision of Taught Modules and Programmes Handbook). Faculties should, therefore, submit the Change of Status Form (ARTMAP Annex 3) to the PDQE Team in accordance with the stated deadlines. in accordance with the stated deadlines.

5.7.5 In the event that Faculties add or remove compulsory modules or withdraw, interrupt or rename a programme on which students are currently registered, the Faculty must communicate with the affected individuals at the earliest opportunity (email correspondence is acceptable) to inform them of the ramifications or any implications. This includes where changes are advantageous for the students. It is important that the Competition and Markets Authority (CMA) 'UK higher education providers – advice on consumer protection law' is adhered to (see 1.2.2). If you have any queries about this please do not hesitate to contact the PDQE team at the earliest opportunity for advice.

5.7.6 Where a programme is to be interrupted, renamed or withdrawn and there are current offer holders, the Faculty should communicate with affected individuals at the earliest opportunity to inform them of the ramifications or any implications (including where changes are advantageous for the students) and any alternative programmes that they may be able to access. This includes providing them with appropriate support to find an alternative programme at another institution if standard application deadlines have passed (i.e. the UCAS equal consideration deadline). Applicants will be permitted to withdraw from the University without any liability for fees. Details of the steps taken to communicate with affected offer holders should be considered when completing the Change of Status Form (ARTMAP Annex 3). It is important that the Competition and Markets Authority (CMA) ['UK higher education providers - advice on consumer protection law'](#) is adhered to (see 1.2.2). If you have any queries about this, please do not hesitate to contact the PDQE team at the earliest opportunity for advice.

5.7.7 Where the interruption or withdrawal of a programme will result in any transfer of students to the Flexible Combined Honours (FCH) programme, the FCH Director should be consulted at the earliest opportunity.

5.7.8 For reasons of academic and administrative currency, reinstating a withdrawn programme will normally be subject to the full approval process. A Faculty may apply for an exemption from this requirement by contacting PDQE.