

Office of Quality, Standards
and Partnerships



UNIVERSITY OF
LINCOLN

QUALITY ASSURANCE MANUAL
Programme Modification

SECTION 05

Introduction

The programme modification process provides a stimulus to teaching teams to reflect on, clarify and better integrate the aims and intended outcomes of their programmes with their design and delivery. The University regards this as an opportunity to ensure the continued currency and relevance of its curriculum.

Modifications to programmes are often the result of feedback from students and/or External Examiners. Student input into the design and development of their programmes should be encouraged before their formal involvement at College Committees.

Programme and module specifications are public information for which programme teams are accountable and, as such, have to be maintained as an accurate and authoritative description of the provision.

Programme Modification includes, but is not solely restricted to, amendments and additions to, and deletions from, a programme's set of modules. These should be looked at cumulatively over an academic year. Changes allowed within this process can have far reaching effects but are not as substantial as changes requiring revalidation.

The responsibility for approving programme modifications is devolved to College Academic Affairs Committees (CAAC). This includes the responsibility for programmes delivered by Partner institutions.

The Consumer Rights Act (CRA) requires that the University inform its students, applicants, and prospective students of any proposed changes to its provision in a timely and transparent manner so that they can make an informed decision about their programme of study. In year changes are therefore not permitted unless there are exceptional circumstances.

Routine Maintenance

It is essential good practice for programme teams to update those aspects of programmes and modules that are not validated as definitive information and therefore do not require approval through the programme modification or revalidation processes. This updating does not require formal approval. Please contact the Office of Quality, Standards and Partnerships to discuss updating your programme.

Programme and Module Changes

| Routine Maintenance | Programme Modification | Revalidation |
|---|--|---|
| Updating of reading lists within Talis Aspire | Smaller scale changes to a programme's structure within and across its levels/stages i.e. amending, adding and/or deleting modules | Substantive changes to a programme's structure within and across its levels/stages |
| Updating of Programme Leaders and Module Coordinators | Minor changes to overall programme/module teaching and learning and/or assessment strategies | Major changes to overall programme/module teaching and learning and/or assessment strategies |
| Revisions to a module's Outline Syllabus | Changes to module learning outcomes | Changes to a programme title (must be approved by POG, on behalf of SLT and AAC) |
| Minor changes to a module's teaching and learning methods | Changes to any aspect of module specification content which does not impact upon wider programme content (e.g. changing module outcomes may change programme outcomes) | Changes to programme learning outcomes |
| | | Changes to the mode of delivery e.g. addition of distance, full or part time delivery (must be approved by POG, on behalf of SLT and AAC) |

If there is any doubt about which category your programme changes fall under, advice should be taken from the Office of Quality, Standards and Partnerships.

Programme Modification Process

Any proposal to modify a programme and/or module(s) must first be submitted for approval to the relevant Subject Committee. Students must be engaged in proposed changes to their curriculum.

A *Programme Modification Form*, available from the Office of Quality, Standards and Partnerships, must be completed.

The approval of the associated External Examiner must be sought.

Where programmes/module(s) are accredited by a Professional, Statutory or Regulatory Body, approval from the PSRB may also be required.

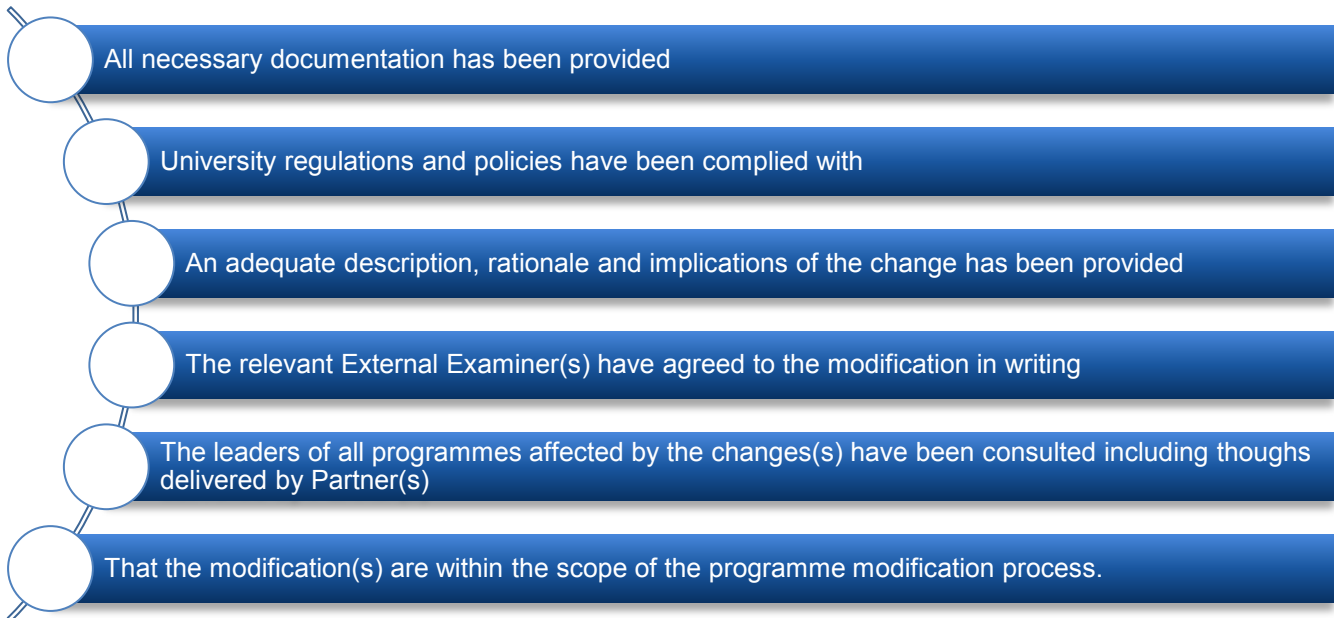
Where programme teams wish to add a new module, academic colleagues must create these within APMS. The proposed module must then be exported and presented for approval. Where programme teams wish to add an already validated module, these should be exported from APMS.

Programme Teams may find it helpful to attach a structure diagram to help explain the proposed changes.

After Subject Committee approval, a copy of the form, required evidence and associated documents should be sent to CAAC for approval.

Final approval of programme/module modifications is granted by CAAC. Modifications that are submitted without all the required evidence and supporting documentation must not be presented at the Committee.

College Academic Affairs Committee will consider the modification(s) and must satisfy itself that:

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- All necessary documentation has been provided
 - University regulations and policies have been complied with
 - An adequate description, rationale and implications of the change has been provided
 - The relevant External Examiner(s) have agreed to the modification in writing
 - The leaders of all programmes affected by the changes(s) have been consulted including thoughts delivered by Partner(s)
 - That the modification(s) are within the scope of the programme modification process.

Following the meeting, the Chair of the CAAC will sign the modification form on behalf of the College Academic Board.

Upon receipt of a completed and signed *Programme Modifications Form*, the Office of Quality, Standards and Partnerships will complete the approval process within APMS to generate new definitive programme documents.

The programme information held within APMS is used to generate all programme and module specifications. In addition, it is used to populate the University's website.

Timescales

Programme modifications are proposed for delivery the following academic year.

Programme modification deadlines are set by the University to ensure the timely production of student timetables by the Planning and Business Intelligence Team.

Any structural changes to modules, that affect the production of central timetables, must be approved and processed **by 01 March**, for delivery the following September.

Changes to modules that are not structural, such as assessment changes, must be approved and processed **by the end of July**, for delivery the following September.

Changes to 'non-standard' programmes, with flexible enrolment dates, must be approved and processed **three months before** the first student enrolment on the modified programme.

Failure to meet these deadlines may delay the implementation of programme modifications for up to a year. Curriculum changes that have not been approved will not be reflected in the central University systems and must not be delivered. No retrospective modifications are permitted.