

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 Development and Quality Committees (CADQC)¹. 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.

¹ or equivalent College-level Quality Committee

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 MIRAP, on behalf of CLT and ADQC)
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 MIRAP, on behalf of CLT and ADQC)

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

Programme Modifications are submitted via an online system (link below)

A submission in the Programme Modification System must be completed with all required details and evidence. Only then should it be submitted into the approval workflow.

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

External Examiner(s) for the programmes/module(s) should be informed of the details of the modification.

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

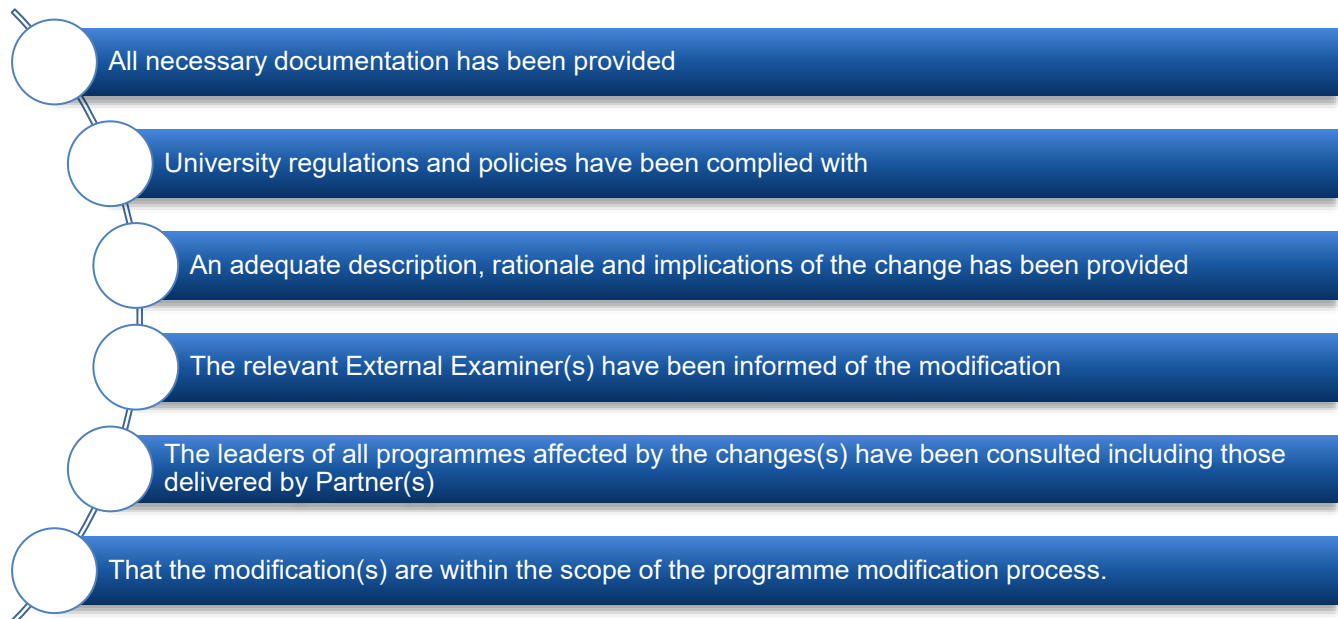
Submitted modifications are reviewed by School Quality Leads (SQLs) via the Programme Modification System before being sent to College Academic Development and Quality Committee (CADQC) Officers.

Once received by CADQC Officers, modifications will be submitted to CADQC for consideration and approval.

Following approval by CADQC, system notifications will be sent. Modifications are updated within University Systems - APMS and OneUni - and notifications are sent when each system has been updated. Key colleagues are also informed - Timetabling, School Admin, Central Admin.

The Programme Modification System and associated Guidance can be found [HERE](#).

College Academic Development and Quality 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 been informed of the modification
 - The leaders of all programmes affected by the changes(s) have been consulted including those delivered by Partner(s)
 - That the modification(s) are within the scope of the programme modification process.

Following the meeting, the Chair of the CADQC will sign the modification form on behalf of the College.

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 University Timetabling 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.