

Academic Quality and Standards Handbook

Section 4: Course Amendments

2023-24

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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 Regulation relevant to this section

1.2.1 Condition B1

The provider must ensure that the students registered on each higher education course receive a high-quality academic experience.

A high quality academic experience includes but is not limited to ensuring that each higher education course:

- 1) is up-to-date;
- 2) provides educational challenge;
- 3) is coherent;
- 4) is effectively delivered; and
- 5) requires students to develop relevant skills.

1.2.2 Condition B2:

The provider must take all reasonable steps to ensure:

- 1) students registered on a higher education course receive resources and support to ensure:
 - a) high quality academic experience for those students; and
 - b) those students succeeding in and beyond higher education; and
- 2) effective engagement with students to ensure:
 - a) high quality academic experience for those students; and
 - b) those students succeed in and beyond higher education.

1.2.3 Condition B3:

The provider must deliver successful outcomes for all of its students, which are recognised and valued by employers, and/or enable further study.

1.2.4 Condition B4

The provider must ensure that:

- 1) students are assessed effectively;
- 2) each assessment is valid and reliable;
- 3) academic regulations are designed to ensure that relevant awards are credible;
- 4) academic regulations are designed to ensure effective assessment of technical proficiency in the English language in a manner that appropriately reflects the level and content of the course; and
- 5) relevant awards granted to students are credible at the point of being granted and when compared to those granted previously.

1.2.5 Condition B5:

The provider must ensure that, in respect of any relevant awards granted to students who complete a higher education course provided by, or on behalf of, the provider (whether or not the provider is the awarding body):

- 1) any standards set appropriately reflect any applicable sector-recognised standards; and
- 2) awards are only granted to students whose knowledge and skills appropriately reflect any applicable sector-recognised standards.

- 1.2.6 The Expectations of the UK Quality Code for Higher Education relevant for amendment are:
- (a) The academic standards of courses meet the requirements of the relevant national qualifications framework.
 - (b) The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.
 - (c) Courses are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.
 - (d) From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

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 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 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 at UWL.GPO@uwl.ac.uk or on 020 8231 2449 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 Academic Registrar and Director of Academic Quality and Standards (or their nominee)
2b	Major (2): Amendment Panel	Academic Quality Lead/Academic Registrar and 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 Thresholds:

MAJOR

- 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), 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 when adding 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: 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) **Changes to the award** (e.g. BSc) and/or title (e.g. Mathematics) 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 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.

- 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) **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.

- 11) **Changes to admissions and entry criteria.** Changes of this type will normally require approval via a Major (1) Amendment.
- 12) **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.
- 13) **Addition or removal of an exit award.** Changes of this type will normally require approval via a Major (1) Amendment.
- 14) **Changes to the duration or delivery date(s) of the course, introduction of a part-time or full-time version of the course, and/or addition or removal of a delivery site** 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.

MINOR

- 15) **Changes to assessment submission patterns** i.e. changes to the semester in which modules are delivered and/or changes to the order of assessments (from A1 to A2 etc).
- 16) **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.

- 17) **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.
- 18) **Addition of a new Extended Masters and/or Enhanced Extended Masters** course to the approved framework.
- 19) **Editorial changes to the wording of the course learning outcomes** that do not alter their meaning
- 20) **Change to the lead School or College.**
- 21) **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 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.
- 22) **Changes to the course and/or module information on the Student Record System.**
- 23) **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) 'UK higher education providers – advice on consumer protection law' 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.
- 2.4.5 The latest templates and the current Course and Module Specifications are held by the AQSO.

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 College's 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). 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.
- 2.5.5 In addition, for amendments to courses/modules delivered by subcontracted and validated academic partners, the Deputy Head of the Global Partnerships Office (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 November for amendments commencing in January
 - Last Friday in May for amendments commencing in September.
- 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 is 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 staff member(s) will need to:
- (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 Course Leader for the course must conduct discussions with:

- Student Representatives on the course to receive their comments on amendments – this will normally be discussed at Course Committee Meetings and/or School or College Boards and recorded in the minutes. For major amendments, students should be formally consulted on the amendment and, where required, their consent received
- Note: if adding a new pathway to an existing course for new students, normally, it is not required to consult existing students
- Academic Registry colleagues to establish the regulatory requirements for the course, and in particular the need for any non-standard regulations that may be required due to the amendment
- Global Partnerships Office 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 Placement and Employment Services if amending a course with a *placement/internship/work experience/work-based learning module
- The Apprenticeship Office, if amending an Apprenticeship
- Compliance, if amending a course which recruits international students
- The CELT School or College Academic Developer if adding a new pathway to an existing course or developing a new course using modules from an existing course or courses
- The External Examiner to receive their comments and approval for any Major (1) or (2) amendment.

*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

- 3.2.5 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.
- 3.2.6 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.
- 3.2.7 Where the proposal is in relation to a course/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. Where the proposal is in relation to a course or module(s) jointly delivered by a School or College and one or more Academic Partners, the Course Leader and Academic Quality Lead (or equivalent) in each Academic Partner must approve and sign.

3.3 Approval by the Academic Quality Lead

- 3.3.1 The fully endorsed Amendment Form (A1) should be submitted for approval by the Academic Quality Lead. In signing the form, 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.
- 3.3.2 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.
- 3.3.3 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 Amendment approval ensures:

- (a) The course continues to be designed in accordance with the academic standards for the designated award(s)
- (b) The course continues to be designed in accordance with the University 's approved principles and regulations, as approved by the Academic Board
- (c) 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
- (d) 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
- (e) 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:

- Coordinating Chair: 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.
- Deputy Head of the Global Partnerships Office (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
- 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 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, 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

- Global Partnerships Office (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.