

# **04.1**

## **MODIFICATIONS TO PROGRAMMES: PROCEDURE AND DEADLINES**

Academic Handbook 2021/22 – Volume 2 – 04.1 – Modifications to Programmes including Credit-Bearing Short Courses: Procedure and Deadlines – modified 05.02.13, 25.04.13 10.12.13, 14.05.15, 16.11.15, 13.07.16, 27.01.17, 20.03.17, 20.04.17, 26.04.18, 27.09.19;  
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# CARDIFF METROPOLITAN UNIVERSITY

## MODIFICATIONS TO PROGRAMMES

### 1 Introduction

Programmes may be modified post-validation. The procedure to be followed and the documentation / evidence required to support the approval process is determined by the ***categorisation of allowed changes***.

### 2 Categorisation of Allowed Changes

The categorisation process is based on the type and amount of the proposed curriculum change:

- 2.i **Administrative Change** – changes that do not affect assessment, learning outcomes, mode of delivery, programme and / or module content or structure.

This category includes changes to module leader, teaching period, reading lists, administrative and editorial corrections.

- 2.ii **Minor Modifications** – changes to existing modules that impact upon no more than 25% of the programme credits.

This category includes changes to module title; module assessment methods; module aims; module indicative content; module learning outcomes; module learning and teaching delivery methods (including the introduction of work-based learning and placements); balance of learning and teaching hours; module co- and pre- requisite status; adding / deleting existing modules; access to specialist requirements and a change of intakes or adding additional intakes.

- 2.iii **Major Modifications** – changes as listed under minor modifications that impact upon 26% to 50% of the programme credits.

Major modifications also include changes to programme title; stand- alone / exit awards available; programme aims; programme outcomes; PSRB requirements; programme level approach to learning, teaching and assessment; curriculum structure (including the introduction of work-based learning or placements that have an impact on programme duration); subject benchmark requirements; introducing a new module (core or otherwise); module level; module credit volume / ECTS; variation to University Regulations; change to programme regulations; change in module mode of delivery; addition / deletion of a pathway to an existing programme.

Please note that if a proposed modification includes a request for a

change to programme title, award title or mode of delivery the proposer will be referred to Portfolio Development Committee for approval of the business and strategic case before any academic case is considered by the Major Modifications Committee.

**Note**

The percentage change is not to be calculated with reference to a scheme or matrix, but with reference to a programme which is defined as the coherent collection of modules taken by a student leading to a particular award. The programme is the validated entity (Modular Programmes Framework, Volume 1, Section 10.1 refers).

Where changes are greater than the permitted threshold for a major modification procedure, the elective review procedure must be used. The programme matrices at the link below may assist when judging the threshold:

<https://cis.cardiffmet.ac.uk/onlinecurriculummatrix/>

In any circumstances where there is doubt about the interpretation of the above, early clarification should first be sought from the Quality Enhancement Directorate (QED).

### **3 Modifications in Periodic or Elective Review Year**

Modifications proposed in the review year of a programme should be included in the submission document for scrutiny and approval by the review panel (see 'Periodic and Elective Review of Existing Programmes').

### **4 Modification Process**

The process to be adopted for making modifications varies according to the categorisation of the intended change.

#### **4.i Administrative Change Process**

Step 1: Following scrutiny by the Programme Team, the Programme Director submits the required documentation (see Section 5.i) to the School Minor Modification Committee (SMMC) coordinator.

Step 2: Coordinator logs the change and informs members of SMMC.

Step 3: Coordinator informs Registry MIS of change within 2 working days of receipt of notification.

Step 4: Programme Director informs students of the change.

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#### **4.ii Minor Modification Process**

- Step 1: Programme Director undertakes consultation and informs students of the proposed change. The consultation process should include students, external examiners and, when necessary, PSRBs, collaborative partners (via Moderators and Link Tutors) and external subject specialists.
- Step 2: Following scrutiny by the Programme Team, the Programme Director submits the required documentation (see Section 5.ii) to the School Minor Modification Committee (SMMC) coordinator.
- Step 3: The SMMC will consider the modification submission and if approved the coordinator logs the change.
- Step 4: Following SMMC approval the coordinator informs the Programme Director and Registry MIS of change within 2 working days of receipt of notification. A completed modification summary form must be forwarded within 2 working days to University Admissions to ensure ongoing compliance with Competition and Marketing Authority (CMA) guidelines. When applicable, all sections of the amended definitive programme specification document(s), including any relevant appendices, must be forwarded within 2 working days to QED.
- Step 5: Programme Director informs students of the change.

#### **4.iii Major Modification Process**

- Step 1: Programme Director undertakes consultation and informs students of the proposed change. The consultation process should include students, external examiners and, when necessary, PSRBs and external subject specialists.
- Step 2: Following scrutiny by the Programme Team, the Programme Director submits the required documentation (see Section 5.iii) to the School Minor Modification Committee (SMMC) coordinator. SMMC coordinator logs the submission and forwards (or provides access to) documentation to QED for consideration by the Major Modification Committee (MMC).
- Step 3: The MMC will consider the modification submission and if approved its secretary logs the change. Please note that if the proposal includes a request for a change to programme title, award title or mode of delivery proposers will be referred to the

Portfolio Development Committee for approval of the business and strategic case before any academic case is considered by the MMC.

Step 4: Following MMC approval its coordinator informs the SMMC coordinator, Programme Director and Registry MIS of change within 2 working days of receipt of notification. A completed modification summary form must be forwarded within 2 working days to University Admissions to ensure ongoing compliance with Competition and Marketing Authority (CMA) guidelines. The final amended definitive programme specification document(s), including any relevant appendices, must be forwarded within 2 working days to QED.

The SMMC coordinator also logs the change in preparation for School level audits.

Step 5: Programme Director informs students of the change.

## 5 Documentation to Support Process

A check list of documentation to support the modification approval process can be found at:

[http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah2\\_04.a.spx](http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah2_04.a.spx)

### 5.i Administrative Change

The following documentation is required for **administrative change**:

Detail of the proposed modification to be recorded on the SMMC log.

For shared module(s) details of other programmes affected by the change to be recorded on the SMMC log and evidence of agreement from their Programme Directors.

The amended modular descriptor with changes highlighted.

### 5.ii Minor Modification

**In addition to** the documents listed in section **5.i** the following must accompany proposals for **minor modification**:

Rationale to support the proposed modification.

Details of the student consultation process (e.g., minutes of the Programme

or Learning & Teaching Committee where the changes were agreed).

Details of how/when the students will be notified of the change following receipt of approval.

Approval in principle by the programme external examiner(s).

For accredited programmes consultation with and approval from PSRB(s).

For franchised programmes consultation with each Collaborative Institution.

A completed modifications summary form.

[http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah2\\_04.b\\_spx](http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah2_04.b_spx)

The amended programme specification, including all appendices, with changes highlighted.

### **5.iii Major Modification**

***In addition to*** the documents listed in ***5.i and 5.ii*** the following evidence must accompany proposals for ***major modification***:

Confirmation by the Deputy/Associate Dean that documentation has been subject to the required scrutiny at a School level and is of an acceptable quality for MMC consideration.

For an additional mode of study – (i) confirmation that PDC approval has been given (ii) a brief paper referencing differences between existing and new modes of study. (iii) The programme specification for delivery of that programme in its new mode.

(iv) Confirmation from the Dean of School that where additional resources will be required, these will be made available.

For a change of programme title confirmation must be provided of PDC approval. In addition all students currently enrolled on the programme must be requested to agree to the change by signing a suitably phrased paper proposing the title change. The majority of such students must agree to the change and any who oppose the change may continue on the old title. Where no response is received, the default will be the new title.

#### **NOTE:**

The application requires the Area of Study (AOS) number for each

programme included in the application. The AOS number is the programme's unique identifier in the Student Record System and quoting it will ensure the modification is correctly and promptly processed.

If an impact analysis classifies a modification proposal as an elective review, QSU will advise the DD accordingly and will schedule a review event on confirmation from the DD to proceed.

## **6 Deadlines**

Deadlines for submission are as follows:

Minor Modification: 31<sup>st</sup> March

Major Modification: 31<sup>st</sup> March

Elective Review: Second autumn meeting of the ASQB

Following approval, all modified documentation must be available for the start of the next academic session.

For Collaborative Partners with multiple intakes the deadline for the submission of full paperwork for a Major Modifications to QED shall be 6 months prior to the date of the first intake that will be affected by the change.

### **6.i Late/In-year Modification Escalation Process**

Should a situation arise where a late or in-year minor or major modification is necessary, it will be dealt with on a case-by-case basis.

A request should be made to the Quality Enhancement Directorate, along with the supporting documentation required for a minor or major modification (as indicated in section 5) with the additional evidence outlined below. This will then be considered by the Chair of AQSC and a decision made. If successful, the usual modification process steps should then be followed.

Supporting Evidence:

- An explanation of the exceptional circumstances that have arisen for the late change. If in-year – what students have received (module handbook and assessment descriptors)
- Have students already studied the module or are there students currently studying the module?
- Have marks been entered previously on the record system?

## **7 School Requirements**

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The SMPT should support the modification approval process by co-ordinating modifications at the School level by:

Supplying (at the earliest opportunity in the academic year) the QED with an overview of planned modifications.

Convening the SMMC

Appointing a coordinator(s) for the SMMC

Maintaining accurate records of the SMMC submission and approval process.

Making SMMC records available to undertake periodic audits of the modification process including School curriculum records.

Forwarding all completed modification summary forms to University Admissions within 2 working days of receiving approval to implement the modification.

Forwarding all amended definitive programme specification document(s) in PDF to the QED within 2 working days of receiving approval to implement the modification.

## **8 Collaborative Partner Programmes**

8.i For franchised programmes, it is assumed that the programmes will normally be the same as the home provision, with the exception of any approved local variations approved at validation or through the modification process.

8.ii Moderators and Link Tutors should be consulted by the Home Programme Director regarding proposed modifications. Collaborative partners and relevant External Examiners should be notified by respective Moderators and Link Tutors in advance regarding proposed modification(s). Ideally modification(s) should be considered at the partner Programme Committee, although this may not always be possible due to the timings of meetings. Any rationale for not implementing the modification(s) at the partner institution should be submitted as part of the application documentation.

8.iii The collaborative partners affected by the modification should be clearly recorded in the SMMC log – a separate modification form is not required. The effective date of the modification at each partner must also be identified.



8.iv For collaborative partners wishing to modify a programme to vary it from the approved or home version, the partner will inform the SMMC coordinator who will categorise the change and follow the applicable modification process defined above. This applies to all franchised and validated programmes that lead to an award from Cardiff Metropolitan University.

## **9 Key Information Sets**

Once academic approval had been given, the Programme Director is responsible for making appropriate changes to the KIS data set for the programme. Advice should be sought from the Academic Registry.