

**COURSE DESIGN AND APPROVAL**  
**MINOR AND MAJOR REVISIONS TO PROGRAMMES AND MODULES**  
**GUIDANCE ON DEFINITIONS AND PROCESSES**

This document provides guidance to departments and faculties on the procedures to be followed when making changes to modules, programmes of study and programme-specific regulations. These procedures vary according to the nature of the change being made. This guidance includes the requirements for consultation with students and the provision of information to applicants. Changes resulting from a non-negotiable Professional, Statutory and Regulatory Body (PSRB) requirement are dealt with separately at the end.

### 1. ROUTINE OPERATIONAL UPDATING

Routine operational updating should take place as appropriate for both modules and programmes. Routine updating does not constitute a major or minor revision to a programme or module; nonetheless, a formal record should be kept, and approval by the relevant Departmental committee should be sought as appropriate.

#### Modules

- Change to moderation of assessment methods unless major issues of principle are raised
- Updating of module bibliographies
- Minor matters of housekeeping on syllabus content in order to maintain currency of the detail and language not affecting module educational aims and/or intended learning outcomes or programme level educational aims and/or intended learning outcomes
- Change of module staffing including module convenor, delivery staff and administrative team
- Change of module mnemonic\*
- Migration of module to another Department\*

#### Programmes

- Change of director of study
- Change of admitting department\*
- Change of administering department\*

\*Faculty Teaching Committee to be informed to allow for faculty-wide dissemination of information. Faculty Teaching Committee processes allow for university-wide dissemination of information.

**2. MINOR REVISIONS**

<b>MODULE – MINOR REVISIONS</b>						
	<b>Consultation with and agreement from all current cohorts required if implementation of revision is to be for current cohorts rather than next new intake</b>	<b>Consideration and agreement required by a departmental meeting or other suitable discussion forum involving student representatives</b>	<b>Faculty Teaching Committee to be informed~</b>	<b>Consideration and approval by Faculty Teaching Committee required</b>	<b>Institutional approval required</b>	<b>Current applicants to be informed</b>
Change of <u>module title</u>		√	√			
Change to <u>syllabus content</u> <b>which does not affect</b> module educational aims and/or intended learning outcomes or programme level educational aims and/or intended learning outcomes		√	√			
Change to <u>assessment</u> including: <ul style="list-style-type: none"> <li>• coursework method</li> <li>• number of exam questions to be answered</li> <li>• examination length</li> <li>• assessment timing</li> </ul> <b>which does not affect</b> the module and/or programme approach to assessment, module educational aims and/or intended learning outcomes or programme level educational aims and/or intended learning outcomes.		√	√			

MODULE – MINOR REVISIONS						
	Consultation with and agreement from all current cohorts required if implementation of revision is to be for current cohorts rather than next new intake	Consideration and agreement required by a departmental meeting or other suitable discussion forum involving student representatives	Faculty Teaching Committee to be informed~	Consideration and approval by Faculty Teaching Committee required	Institutional approval required	Current applicants to be informed
Change to <u>delivery</u> including: <ul style="list-style-type: none"> <li>• mode of delivery</li> <li>• number of contact hours</li> <li>• delivery period.</li> </ul> which does not affect the module and/or programme or approach to learning and teaching strategy, module educational aims and/or intended learning outcomes or programme level educational aims and/or intended learning outcomes.		√	√			
Change to <u>methods of student feedback</u>		√				
<u>Introduction of option module</u> provided no linked withdrawal of options (NB: if this this is a new module it should first be approved via the module approval process)		√				

~ Faculty Teaching Committee should be informed of all minor revisions affecting current cohorts of students. Faculty Teaching Committee processes allow for university-wide dissemination of information.

### 3. MAJOR REVISIONS

With all major revisions to modules, consideration should be given as to the effect of the revision on the overall programme, with programme level documentation being considered alongside the module documentation as appropriate.

MODULE – MAJOR REVISIONS						
	Consultation with and agreement from all current cohorts required if implementation of revision is to be for current cohorts rather than next new intake	Consideration and agreement required by a departmental meeting or other suitable discussion forum involving student representatives	Faculty Teaching Committee to be informed	Consideration and approval by Faculty Teaching Committee required	Institutional approval required	Current applicants to be informed
Module <u>laydown or dormancy</u>	√	√		√		√
Change to <u>educational aims and/or intended learning outcomes</u> <b>which may or may not affect</b> programme level educational aims and/or intended learning outcomes	√	√		√		
Change to <u>syllabus content</u> <b>which affect</b> educational aims and/or learning outcomes <b>and which may or may not affect</b> programme level educational aims and/or intended learning outcomes	√	√		√		
Change to <u>assessment</u> including: <ul style="list-style-type: none"> <li>• weighting of different elements</li> <li>• coursework method</li> <li>• volume of assessment</li> </ul> <b>which affect</b> overall module and/or programme approach to assessment, educational aims and/or learning outcomes <b>and which may or may not affect</b> programme level educational aims and/or intended learning outcomes.	√	√		√		

MODULE – MAJOR REVISIONS						
	Consultation with and agreement from all current cohorts required if implementation of revision is to be for current cohorts rather than next new intake	Consideration and agreement required by a departmental meeting or other suitable discussion forum involving student representatives	Faculty Teaching Committee to be informed	Consideration and approval by Faculty Teaching Committee required	Institutional approval required	Current applicants to be informed
Change to <u>delivery</u> including: <ul style="list-style-type: none"> <li>• mode of delivery</li> <li>• location of delivery</li> <li>• number of contact hours</li> <li>• delivery period</li> </ul> which affect overall module and/or programme approach to learning and teaching , educational aims and/or learning outcomes and which may or may not affect programme level educational aims and/or intended learning outcomes.	√	√		√		√
Change of <u>level</u> .	√	√		√		
Change of <u>credit weighting</u> .	√	√		√		
<u>Designation of module</u> as pass/fail, non-reassessable, non-condonable.	√	√		√		
<u>Merge</u> of two existing modules.	√	√		√		√
<u>Split</u> of existing module into two or more modules.	√	√		√		√
Any series of <u>incremental minor revisions</u> to an individual module - consideration to be given as to whether the volume and nature of these changes significantly affects the individual module(s) and its delivery and/or the programme and its delivery.	√	√		√		

<b>MODULE – MAJOR REVISIONS</b>						
	<b>Consultation with and agreement from all current cohorts required if implementation of revision is to be for current cohorts rather than next new intake</b>	<b>Consideration and agreement required by a departmental meeting or other suitable discussion forum involving student representatives</b>	<b>Faculty Teaching Committee to be informed</b>	<b>Consideration and approval by Faculty Teaching Committee required</b>	<b>Institutional approval required</b>	<b>Current applicants to be informed</b>
Any change which takes a module <u>outside of the University's standard assessment regulations</u> including: <ul style="list-style-type: none"> <li>change to student progression arrangements,</li> <li>non-negotiable requirement from PSRB.</li> </ul>	√	√		√	√	

<b>PROGRAMME REVISIONS</b>						
	<b>Consultation with and agreement from all current cohorts required if implementation of revision is to be for current cohorts rather than next new intake</b>	<b>Consideration and agreement required by a departmental meeting or other suitable discussion forum involving student representatives</b>	<b>Faculty Teaching Committee to be informed</b>	<b>Consideration and approval by Faculty Teaching Committee required</b>	<b>Institutional approval required</b>	<b>Current applicants to be informed</b>
Programme <u>laydown</u>	√	√		√	√	√
Change of <u>programme title and/or the type of the award</u> (e.g. change from MA to MSc).	√	√		√	√	√
<u>Systematic restructuring</u> of a programme including: <ul style="list-style-type: none"> <li>reorganisation of a level;</li> <li>changes to credits.</li> </ul>	√	√		√	√	√
Change to <u>module diet</u> including introduction or withdrawal of core modules or the withdrawal of option modules.	√	√		√		√

PROGRAMME REVISIONS						
	Consultation with and agreement from all current cohorts required if implementation of revision is to be for current cohorts rather than next new intake	Consideration and agreement required by a departmental meeting or other suitable discussion forum involving student representatives	Faculty Teaching Committee to be informed	Consideration and approval by Faculty Teaching Committee required	Institutional approval required	Current applicants to be informed
Introduction of <u>named routes/pathways</u> .	√	√		√	√	
Change to <u>educational aims and/or intended learning outcomes</u> either directly or as a result of revisions to modules.	√	√		√	√	√
Change to approaches to <u>learning and teaching</u> either directly or as a result of revisions to modules.	√	√		√		√
Change to approaches to <u>assessment</u> either directly or as a result of revisions to modules.	√	√		√		√
Change to <u>mode of delivery</u> .	√	√		√		√
Change to <u>location of delivery</u> .	√	√		√		√
<u>Creation of an exit qualification</u> where this has not already been approved.	√	√		√	√	
Addition, or substantive revision, of a <u>work-based placement or study abroad element</u> .	√	√		√	√	
Any <u>series of incremental minor revisions</u> i.e. minor changes to several modules contributing to a programme or a series of changes to the overall programme – consideration to be given as to whether the volume and nature of these changes significantly affects the programme and its delivery.	√	√		√		

PROGRAMME REVISIONS						
	Consultation with and agreement from all current cohorts required if implementation of revision is to be for current cohorts rather than next new intake	Consideration and agreement required by a departmental meeting or other suitable discussion forum involving student representatives	Faculty Teaching Committee to be informed	Consideration and approval by Faculty Teaching Committee required	Institutional approval required	Current applicants to be informed
Any change which takes a programme outside of the University's <u>standard assessment regulations</u> including: <ul style="list-style-type: none"> <li>change to student progression arrangements;</li> <li>classification of the award;</li> </ul>	√	√		√	√	

#### 4. PROFESSIONAL, STATUTORY AND REGULATORY BODY (PSRB) NON-NEGOTIABLE CHANGES

**MARP:** It may be necessary to amend assessment regulations, modules or programmes over the course of a student's registration in order to meet the requirements of a PSRB for professional accreditation or registration. Such changes will be notified in advance to current cohorts of students.

MODULE/PROGRAMME/REGULATORY REVISIONS				
	Student Information	Consideration and approval by Faculty Teaching Committee required	Institutional approval required	Current applicants to be informed
NON-NEGOTIABLE CHANGES REQUIRED BY THE PSRB	Changes which have to be made in order to continue to meet the requirements for accreditation by a PSRB must be notified to current cohorts of students in advance of their implementation.	√	√	As per requirements for Major Module and Programme revisions – see above.