

To be used from September 2023 onwards

MAJOR AMENDMENTS TO PROGRAMMES

Guidance notes on completing Form B

The Programme Amendments Form (Form B) is for the approval of major amendments to existing programmes. This includes changes such as:

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Changes to compulsory modules
Amendments to the module structure of the programme which impacts on the programme specification
Changes to progression requirements
Changes to IELTS requirements
Removal of a module that is a compulsory module in another School
Changes affecting programmes delivered at branch campuses or in conjunction with a partner
Changes to programme intake dates (or the introduction of new intake dates)
Inclusion of a compulsory module which is delivered by another School

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Please refer to the University's Programme Lifecycle Policy (see paragraphs 8-9 and 25-32), and complete the form in accordance with these guidance notes; you should also contact the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS for advice contextualised to your proposal.

Section 1: Proposal

Include here the name, email address and telephone number of the Proposer. This person will be the main contact throughout the approval process and will be expected to co-ordinate the required activities within the School.

Proposal

1. List the names and codes for any existing programmes affected by the proposal. Include any variants, such as Foundation/placement year/study abroad, where applicable. Include programme codes for modes of study, such as full-time/part-time/flexible (if applicable).
2. List all entry points for the programme.
3. List the School and Department that own the programme, and the Board of Studies and Student Experience that it comes under.

Form B Guidance

4. List the other Schools which contribute to the programme. Examples of contribution from other Schools include:
 - compulsory or optional modules;
 - joint programmes
5. Where the programme is offered in UoRM, please include the name and contact details of the key contact in UoRM. Please contact the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS for further advice.
6. Where the programme is offered with a Partner Institution, provide the name of the Partner Institution, the type of partnership arrangement, and the name and contact details of the key contact in the Partner Institution. Please contact the Senior Quality Support Officer (Partnerships) in CQSD for further advice.
7. Specify the proposed date of implementation and any existing cohorts affected. Include information on additional intakes (i.e. January intake).
8. Provide details of accreditation requirements and information on the Accrediting Body (if applicable).
9. Include in the summary:
 - an overview of the proposal;
 - the rationale behind the proposal;
 - changes to accreditation requirements (if applicable);
 - changes to admissions requirements, including IELTS scores (if applicable); and,
 - changes to progression requirements (if applicable).

Section 2: School-level Approval

School support for the proposal shall be indicated by gaining the comments and signatures of the following:

- School Director for Teaching and Learning (on behalf of the Board of Studies and Student Experience) of the 'owning' School;
- School Director for Teaching and Learning (on behalf of the Board of Studies and Student Experience) of any contributing Schools; and
- The Teaching and Learning Dean with responsibility for the owning School

Section 3: Supporting Documentation Checklist

Documents/Reports to be submitted by the proposer

Templates for the reports listed in points 15-20 are available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS.

10. Programme specification(s) with the proposed amendments shown in tracked changes for all programme(s) and cohort(s) affected. Please contact the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS if you require a Word copy of the existing programme specification(s).
11. A Curriculum Mapping template for all programmes affected by the proposal.
12. Where new modules are proposed, include the module descriptions including proposed codes. The template for module descriptions can be found here:
[Module description template \(2024/25 onwards\)](#)

Form B Guidance

13. Include information on changes to accreditation requirements, if applicable.
14. Contact the Senior Quality Support Officer (Partnerships) in CQSD for advice on the partnership documentation required.
15. A Marketing report is required for the following (indication only):
 - where the change is used in promotional materials;
 - a change to Admissions requirements, including IELTS.The Marketing report will be completed by your School's Marketing Business Partner.
16. A Careers report is required for the following (indication only):
 - the addition of a study abroad term;
 - changes involving careers modules.The Marketing report will be completed by the Careers Centre.
17. Where a proposal includes a study abroad module, term or year, please confirm that the Study Abroad team have been consulted.
The report will be completed by the Erasmus and Study Abroad Manager.
18. Include response(s) from the External Examiner(s) in response to the proposed change.
19. A Teaching and Learning Operations report(s) is required where the proposal will require additional support or changes in services from Teaching and Learning teams. For example, a Timetabling and Room booking report would be required for activities where there will be additional impacts on spaces allocated for Teaching and Learning (e.g. where new modules are being delivered, where there is an expected increase in student numbers, or where there may be timetabling clashes owing to the new offering).
20. Any additional supporting documents will be advised by the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Senior Teaching and Learning Officer in HBS.