# Programme Amendments

Form B: Major Amendments to Programmes

This form should be completed when seeking to make major amendments to an existing programme, such as:

|  |
| --- |
| 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 |

Please refer to the University’s Programme Lifecycle Policy (see paragraphs 8-9 and 25-32), and complete the form in accordance with the guidance notes and in collaboration with the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS.

## Section 1: Proposal

|  |  |
| --- | --- |
| proposer details | |
| Name |  |
| Email |  |
| Telephone |  |

|  |  |  |
| --- | --- | --- |
| Is the programme delivered at University of Reading Malaysia? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Proposal Details | | |
| 1. Existing programme(s), including any programme variants, e.g. Foundation/placement year/Study Abroad |  | |
| 2. Programme entry points, e.g. January and September |  | |
| 3. Name of owning School and BoSSE |  | |
| 4. Name(s) of other contributing School(s) |  | |
| 5. Name and contact details of UoRM liaison (if applicable) |  | |
| 6. Name of Partner Institution, type of partnership arrangement (e.g. progression, collaborative provision, Double Masters), and name and contact details of Partner Institution liaison (if applicable) |  | |
| 7. Proposed date of implementation, including cohorts affected (cohort refers to the year of entry, e.g. 2024/25) | Date of implementation |  |
| Cohorts affected |  |
| 8. Accreditation details, including name of Accrediting Body (if applicable) |  | |
| 9. Please provide a brief summary and rationale for the proposal. (Please note that any module titles must be accompanied by the module code.) | | |
|  | | |
| 9a. Please indicate, using the tick boxes below, the reason for the amendments described above. (You may be asked to provide additional text to go into student communications, expanding on the reason for the change.  You will be contacted directly if this is required once the change has been formally approved.) | | |
| To make updates to reflect best practice and academic developments for the benefit of students  To improve the Programme and the students experience of it  To meet the requirements of external or accrediting bodies  As a result of staff changes within the University  Changes to the law. | | |

## Section 2: School-Level Approval

Please seek and obtain approval for the proposal to be taken to the University Programmes Board from (or on behalf of) the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Board of Studies and Student Experience – owning school | | | | |
| Name (SDTL) |  | | School |  |
| Date of BoSSE meeting or Chair’s approval | |  | | |
| Comments on the proposal | |  | | |
| Signature | |  | | |
| Date | |  | | |
| board of studies and student experience – contributing school(s) | | | | |
| Name (SDTL) |  | | School |  |
| Date of BoSSE meeting or Chair’s approval | |  | | |
| Comments on the proposal | |  | | |
| Signature | |  | | |
| Date | |  | | |
|  | | | | |
| Teaching and LEarning Dean of owning School’s Cluster | | | | |
| Name | |  | | |
| Comments on the proposal | |  | | |
| Signature | |  | | |
| Date | |  | | |

## Section 3: Supporting Documentation Checklist

**Before submitting the proposal, please confirm with the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Senior Teaching and Learning Officer in HBS which documentation is required.**

|  |  |  |
| --- | --- | --- |
| Documents/reports to be submitted by the proposer | | |
| The Senior Quality Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Senior Teaching and Learning Officer in HBS will indicate which items from the following list are required to accompany the proposal. | Required | Attached |
| 10. Programme specification |  |  |
| 11. Curriculum Mapping template |  |  |
| 12. Module descriptions |  |  |
| 13. Accreditation information |  |  |
| 14. Partnership approval |  |  |
| 15. Marketing report |  |  |
| 16. Careers report |  |  |
| 17. Study Abroad Office confirmation |  |  |
| 18. External Examiners report |  |  |
| 19. Teaching and Learning Operations report(s) (to include Timetabling, Room Booking, Exams, International Advisory, Support Centre teams as appropriate) |  |  |
| 20. The following additional documentation, as directed by CQSD or Henley School Office, is provided in support of the proposal (e.g. External Examiners’ feedback): | | |