

MAJOR AMENDMENTS TO PROGRAMMES

Guidance notes on completing Form B

The programme amendment forms are for the approval of changes to an existing programme.

Form B is for major amendments to programmes, and should be used for changes such as:

- Changes to compulsory modules
- Amendments to the module structure of the programme
- Changes to progression requirements
- Changes to admissions requirements (including IELTS scores)

Amendments on a Form B (i.e. major amendments) must be submitted to the University Programme Board (via the TLD and CQSD/Henley Dean's Office).

The following details are on how to complete the forms. Additional support should be sought from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer (HBS).

Section 1: Proposal

Include here the name, telephone number and email address 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 Details

1. List the **names and codes** for any **existing** programmes affected by the proposal, including programme **codes for modes** of study, such as full-time/part-time/flexible) (if applicable).
2. Name of Sponsoring School and Board of Studies. Include here the School and Department owning the programme proposed and the Board of Studies it will come under.
3. List the other Schools which will contribute to the programme. Examples of contribution from other Schools include:
 - compulsory or optional modules;
 - joint programmes
4. Where the programme will be offered in UoRM, please include the name and contact details of the key contact in UoRM.
Please contact CQSD/HBS Deans Office for advice.
5. Name of Partner Institution (if applicable)
Contact CQSD (Partnerships)
6. Name and contact details of key person within the Partner Institution (if applicable)
Contact CQSD (Partnerships)
7. Specify the proposed date of implementation and any existing cohorts affected. Include information on additional intakes (i.e. January intake).
8. Please include details of accreditation requirements and information on the Accrediting Body (if applicable)
9. Include in the summary:
 - An overview of the proposal;
 - Rationale behind the proposal;
 - Change to accreditation requirements;
 - Change to admissions requirements (including IELTS scores); and,
 - Change to progression requirements.

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

Section 3: Required supplementary documentation

Documents/Reports to be submitted by the proposer

10. The new programme specification with tracked changes.
11. Information to be included in the Further Programme Information (if known), such as:

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- Programme director;
 - Additional information on optional modules.
12. Where new modules are proposed, please include the module descriptions, including proposed codes.
 13. Include information, if applicable, on changes to accreditation requirements.
 14. Contact the Senior Quality Support Officer (Partnerships) for full details on what documentation will be required.
 15. Marketing report (including a report from RIO, where applicable) required for the following (indication only):
 - Where the change is used in promotion materials;
 - A change to Admissions requirements including IELTS.The template for the Marketing Report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS. The Marketing report will be completed by your School's **Marketing Business Partner**
 16. Careers report required for the following (indication only):
 - The addition of a study abroad term
 - Changes involving careers modulesThe template for the Careers Report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.
 17. Where a proposal includes a study abroad module, term or year, please confirm that the Study Abroad team have been consulted.
Contact: Erasmus and Study Abroad Manager
 18. Include response from the External Examiner in response to the proposed change.
 19. Please attach any additional supporting documents as advised by the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

Section 4: University Programmes Board Approval

The section is completed by the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS. The section specifies the documents provided to UPB and UPB's decision. The Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS are responsible for directing the School in any further action required.

Section 5: Post-approval

The section is completed by the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS. The section provides a check that all relevant stake holders have been notified and includes the completion date for the approval process.