	Programme Change Policy and Procedure
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1. The Programme Change Policy and Procedure describes how changes can be made to taught programmes of higher education leading to an award listed in the School's Academic Regulation.

2. The impetus for making a change to programmes may come from a wide range of sources, including (but not necessarily limited to) student feedback, analysis of student performance, annual monitoring, suggestions from an External Examiner, experience of delivery, developments in the subject area or changes in the profession. This policy allows the School's programmes to continuously evolve in response to these forces while making sure any changes are properly considered and approved. It seeks to strike the right balance between ensuring programmes are responsive and up to date against the School's obligations to protect academic standards and honour the agreement it makes with students when they first enrol.

Types of changes

3. There are two types of changes to programmes, minor and major:
   - minor changes are changes which will not alter the outcome or the nature of a programme or module. There are examples of minor changes in Annex A.
   - major changes are changes that are likely to affect how the students and/or applicants will experience a programme or module. Annex A has examples of major changes.

4. Proposed changes affecting 30 per cent or more of the total credit volume of the programme or 50 per cent of the credit volume at one level should not be dealt with under this procedure; they should be the subject of a full review according to the Programme Development, Approval, Review and Discontinuation Policy.

Initiating and proposing changes

5. It is the responsibility of the Programme Director to formulate and oversee changes to the programme they lead, according to the procedures described below.

6.   The Programme Director should make a proposal to change a programme to the Registrar. The Registrar will determine whether the change is a minor change or a major change according to the definitions provided above, and brief the Programme Director as to which part of the following procedure they need to follow.

Procedure for minor changes

7.   Minor changes do not require approval, but students may need to be notified (e.g. update to texts). Minor changes should be submitted to Registry in the form of amended documents. Registry will ensure that the definitive programme documents and any other records are updated accordingly.

Major changes

8.   Major changes require consultation with applicants and/or students and the External Examiner and approval by Programme Development and Review Committee (PDRC) and Academic Board.

Consultation

9.   Before commencing the formal approval procedure, the Programme Director must ensure that:
   - applicants and current students on the programme are consulted on the change (including students who have suspended their studies for a period or are referred);
   - the External Examiner is consulted on the change.

10.   Registry can provide advice and guidance on consultation with applicants and students.

Programme Development and Review Committee consideration

11.   Formal proposals to make major changes should be made by the Programme Director on the Major Change form [to be drafted], which contains full details of the change, the outcomes of consultation with applicants and students and confirmation of the External Examiners' view. The form should be submitted to the PRDC as far in advance of the proposed date of implementation as possible. Proposals must be submitted in time to be included in the module information for students.

12.   The Programme Director should attend the PDRC meeting at which the major change is considered to allow members of PDRC to ask questions or seek clarification about the proposal.

13.   Based on the information given to it before and during the meeting, PDRC is responsible for considering the proposed major change and deciding whether it should be recommended to Academic Board for approval. The decision from PDRC should be either:
   - Approval;
   - Conditional approval – depending on the fulfilment of requirements to the satisfaction of the committee by a specified date;
   - Referral, for additional work and resubmission;
   - Rejection.

14. PDRC will also make a judgement on whether the proposed change adds to the accumulation of changes since the programme's approval or most recent periodic review and, on that basis, whether it should prompt a full review in the following academic year. An accumulation of change which amounts to 30 per cent or more of the total credit volume of the programme or 50 per cent of the credit volume at one level will prompt a full review under the Programme Development, Approval, Review and Discontinuation Policy.

Academic Board approval

15. Where the outcome of PDRC's consideration is approval or conditional approval, the proposal will be submitted to the next meeting of Academic Board for its approval. For conditional approval, Academic Board's approval should be contingent on the fulfilment of the requirements specified by PDRC.

16. Although Academic Board has complete discretion over the approval of major changes, it is not expected to scrutinise the academic standards and quality of the proposed changes in the same way as PDRC. Rather, its consideration of recommendations from PDRC should rest on evidence that this policy and procedure has been followed properly.

17. Where major changes are approved by Academic Board, Registry will ensure that the definitive programme documents and any other records are updated accordingly.

18. Where the outcome from PDRC is referral or rejection, the proposal will not go forward to Academic Board.

Annex A

Indicative list of Minor and Major changes

The purpose of this list is to inform and guide programme teams and is not to be considered comprehensive. Please contact Registry for additional guidance.

Module changes

Change of a module Director	Minor
Update to module reading list	Minor
Change to module delivery semester	Minor
Change to module learning outcomes	Major
Change to module assessment details	Major
Change to pre-requisite modules	Major
Addition of award specific regulations	Major

Programme changes

Change of programme Director	Minor
Change to programme title	Major
Change to programme outcomes	Major
Change to award entry requirements	Major
Change to programme duration	Major
Change to named exit awards	Major
Replacement of a core module	Major
Addition of a module to an options group	Major
Addition of a mode of delivery	Major
Addition of an entry point	Major
Addition of a pathway	Major
Change to the credit structure	Major