

Guidance for Programme and Module Amendments

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Academic Registry

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Glossary

APFP	Academic Planning and Fees Panel
CMA	The Competition and Markets Authority
PMAP	Programme and Module Amendment Panel
PSRBOP	PSRB Oversight Panel
PSRB	Professional Statutory Regulatory Body
RPP	Recruitment Policy Panel
VROP	Validation and Review Oversight Panel

Chapter 1: Introduction

1. In order to ensure that the academic standards and quality of students'/apprentices' learning opportunities remain current and appropriate, it may be necessary to make amendments to programmes and modules before the programme is due to be considered through the Periodic Programme Review process (which normally occurs every five years). The need for amendments may arise from developments in the subject area, or it may be as a direct result of feedback from students/apprentices, External Examiners¹, or Professional, Statutory or Regulatory Bodies (PSRBs).
2. The university must ensure that amendments made to modules and programmes are appropriate. Therefore, all amendments, over and above routine administrative updates, are considered through a formal approval process.
3. The university has a contractual relationship with its students/apprentices, which is governed by Consumer Protection Legislation. To this end, the Competition and Markets Authority (CMA) have produced guidance² to help Higher Education providers understand their responsibilities, under consumer protection law, in their dealings with students/apprentices. The CMA guidance sets out minimum standards for three specific areas of practice in Higher Education:
 - a) The provision of information – it should be clear, accurate and timely so students/apprentices can make an informed decision about what and where to study.
 - b) Terms and conditions should be fair.
 - c) Complaints handling processes and practices should be clear, accessible, and fair.
4. In-line with condition C1³ of the Office for Students' conditions of registration, the university's amendment process has been designed to operate in accordance with the requirements of the CMA.

Material Changes

5. The following aspects of a programme of study are considered material to the choices made by students/apprentices at the point of application, and to the contract they enter into with a Higher Education provider during the lifetime of their programme:
 - Programme title and award.
 - Awarding body/institution.
 - Entry requirements⁴.
 - Programme duration.
 - Core modules.
 - Likely optional modules.
 - Location of study.
 - PSRB accreditation.
 - Overall approach to teaching, learning and assessment.

¹ Also, for apprenticeship programmes, External Verifiers.

² [Competition and Markets Authority, UK Higher Education Providers – Advice on Consumer Protection Law](#)

³ "The provider must demonstrate that in developing and implementing its policies, procedures and terms and conditions, it has given due regard to relevant guidance about how to comply with consumer protection law"

⁴ For prospective students/apprentices.

6. This guidance details the processes for effecting changes to material information, which are categorised as follows:
 - Module amendments.
 - Minor programme amendments.
 - Major programme amendments.
7. Further advice on making programme and module amendments can be obtained via the Academic Quality and Standards area of the [Academic Registry Helpdesk](#).

Chapter 2: Administrative amendments

8. Administrative amendments are revisions to a programme(s) and/or module(s), which do not change their nature or outcomes. Amendments of this nature would normally be undertaken in order to:
- Provide additional clarity without changing the meaning of the information or the aims and outcomes.
 - Correct typographical errors.
 - Update module/programme contacts⁵ and/or Faculty/School information.
 - Update a module's outline syllabus, overview or additional information with no associated impact on its aims, learning outcomes or assessment.
 - Update information relating to professional accreditation of a programme⁶.

Making an administrative amendment

9. Given the importance of maintaining the accuracy and currency of the university's modules and programme specifications, administrative amendments can be made at any point in the academic year.
10. Due to their nature, administrative amendments do not require formal approval by the Programme and Module Amendment Panel (PMAP). Therefore, in order to action a change of this nature, a Module Leader or Programme Leader is required to:
- a) [Update the applicable module proforma\(s\) and/or programme specification\(s\) within Courseloop.](#)
 - b) Submit the revised module proforma(s) and/or programme specification(s), via Courseloop, for approval by the Assistant Academic Registrar/System Administrator, clearly detailing within the context message the details of the change(s) that has been made.

⁵ New collaborative staff appointments require prior approval by the Validation and Review Oversight Panel (VROP).

⁶ Where this does not impact on aims, outcomes, curriculum or assessment. Any changes to these as a result of PSRB engagement must be approved by PMAP.

Chapter 3: Module Amendments

11. Although in most instances modules constitute part of a larger programme of study they also exist as standalone units of learning and, as a result, it is therefore possible to seek to amend the following aspects of an individual module(s). The following table details the locus of consideration for the approval of each type of module amendment:

Amendment	Approved by
Module Code	Programme and Module Amendment Panel
Module Title	Programme and Module Amendment Panel
Teaching Responsibility	System Administrator - Administrative Amendment
Subject Area	System Administrator - Administrative Amendment
Learning Method Type and associated Hours.	Programme and Module Amendment Panel
Module Offerings (e.g. delivery start month from September to January).	Programme and Module Amendment Panel
Aims	Programme and Module Amendment Panel
Learning Outcomes	Programme and Module Amendment Panel
Module Content (e.g. Outline syllabus, Module Overview or Additional Information ⁷)	Assistant Academic Registrar – Administrative Amendment
Assessment details.	Programme and Module Amendment Panel
Specialist Resources	Programme and Module Amendment Panel
Module Contacts	System Administrator - Administrative Amendment

Making a module amendment

12. For module amendments that require approval by PMAP the following applies:

- a) The Module Leader or Programme Leader establishes whether the proposed amendment(s) affects other cohorts or programmes, including those within other Schools and collaborative programmes⁸. If it is the case that the amendment will

⁷ As per Chapter 2, changes to a module's outline syllabus, module overview or additional information only requires formal approval if they impact upon the module's aims, learning outcomes or assessment.

⁸ Details of the programmes served by modules can be viewed in Courseloop.

affect other programmes, the applicable Programme Leader(s) and Director(s) of School will be required to seek confirmation of support in the workflow of Courseloop, and prior to the proposed amendment(s) progressing to PMAP.

- b) The Module Leader or Programme Leader consults all affected students/apprentices. This should normally be done at a scheduled Board of Study, or via student/apprentice representatives. Consideration and, if applicable, endorsement of the proposed amendment(s) should be clearly documented within the minutes of the relevant Board of Study meeting. In instances where student/apprentice consultation takes place outside of a Board of Study, the consultation process and outcome should be presented, for information, at the next scheduled meeting.
- c) The Module Leader or Programme Leader notifies the External Examiner(s)⁹ and invites them to comment on the proposed amendment(s). External Examiners are not required to approve proposed module amendments but must be given the opportunity to provide feedback¹⁰.
- d) If applicable, the Module Leader or Programme Leader notifies the relevant PSRB(s) of the proposed amendment and establishes their involvement.
- e) The Module Leader or Programme Leader [updates the applicable module proforma\(s\) in Courseloop](#) and then completes the corresponding Module Amendment Proposal, which is also within Courseloop. Within this proposal the Module Leader or Programme Leader is required to:
 - Select the applicable module(s).
 - Update the proposal title - this should:
 - i. Start with the 3 letter School code (e.g. NAH)
 - ii. Specify the section(s) of the module proforma to which the change(s) applies (e.g. – proposal to update Learning Outcome 1 and Assessment 3)¹¹
 - Complete the rationale – this should:
 - i. Clearly and concisely, summarise the proposed amendment(s).
 - ii. Confirm the rationale for the amendment(s) and provide assurances regarding the maintenance of academic rigour.
 - Confirm the proposed date of implementation.
 - Record a summary, in the ‘Impact and Consultation’ section of the Amendment Proposal¹², of the outcomes and how and when consultation took place for steps a – d, detailed above.
- f) Once the Module Amendment Proposal has been completed, it is then ‘Marked As Complete’ and submitted, via Courseloop, for approval by the applicable Programme Leaders(s) and Director(s) of School.
- g) Following approval by the relevant Director(s) of School, the Module Amendment Proposal and updated module proforma(s) are presented to PMAP for

⁹ For amendments to modules that form part of an apprenticeship programme(s), the External Verifier(s) is also required to be notified and invited to comment.

¹⁰ This is also applicable to External Verifiers for apprenticeship programmes.

¹¹ NB this section is limited to 100 characters.

¹² Please note a Module Amendment Proposal is unable to proceed to PMAP until these assurances are provided.

consideration and approval. There are three possible outcomes of PMAP consideration:

- Approval.
 - Approval, subject to revision.
 - Rejection, with associated rationale.
- h) Following consideration by PMAP, Academic Registry will confirm the outcome to the Module Leader and/or Programme Leader and Director of School.
- i) If approved, the new module version will be published via Courseloop. Previous module versions will still be available to view and will apply to any cohorts not specified in the proposal.

Timetable for module amendments

13. The university has agreed the following deadlines for module amendments:

- Normally amendments to yearlong modules must be fully approved, and published on the relevant university system, no later than **Friday 24 February 2023**¹³.
- Normally amendments to semester 1 modules must be fully approved, and published on the relevant university system, no later than **Friday 24 February 2023**¹⁴.
- Amendments to semester 2 modules must be fully approved, and published on the relevant university system, no later than **Friday 23 June 2023**.

14. As a result:

- Normally the last point at which PMAP can consider proposed amendments to yearlong modules, for implementation in 2023-24, is **February 2023**.
- Normally the last point at which PMAP can consider proposed module amendments, for implementation in semester 1 2023-24, is **February 2023**.
- Normally the last point at which PMAP can consider proposed module amendments, for implementation in semester 2 2023-24, is **May 2023**.

15. Where modules feature within programmes that have been approved for delivery outside the traditional academic year (for example a January start date as opposed to September), advice on timescales for proposed module amendments should be sought from [Academic Registry](#).

16. The specific dates and associated paper deadlines of PMAP can be found [here](#).

17. Please note, any amendment proposals submitted to Academic Registry after the applicable PMAP paper deadline, **will only** be considered by the committee in exceptional circumstances, and at the Chair's discretion.

¹³ Exceptionally, if a yearlong module(s) requires amendment after this date, it **must** be fully approved and published on the relevant university system, no later than Friday 30 June 2023.

¹⁴ Exceptionally, if a semester 1 module(s) requires amendment after this date, it **must** be fully approved and published on the relevant university system, no later than Friday 30 June 2023.

18. Any request for a module amendment to be considered outside of the agreed timescales must be supported by the relevant Faculty Pro Vice-Chancellor. Confirmation of support, from the Faculty Pro Vice-Chancellor should include consideration of the implications/requirements of making changes outside of agreed timescales, including CMA requirements.

Chapter 4: Programme Amendments

19. Once validated, programmes remain in continuous approval until their next scheduled Periodic Programme Review. The programme amendment process enables established programmes to be refreshed/amended, between formal review points, in order to enhance the student/apprentice experience and/or to maintain alignment with academic subject benchmarks and professional standards.
20. The university has categorised amendments that may be made to a programme during its lifetime on the following basis:

Major programme amendments

- Programme title and award.
- The programme's credit value.
- Replacement of a core module(s).
- Withdrawal/removal of an option module(s).
- Mode of study or delivery.
- Addition or removal of alternate target and/or exit awards.
- Introducing or removing cohort intake months.
- Programme aims.
- Programme learning outcomes.
- Entry requirements.
- Addition, removal or restructuring of routes within a programme.
- Programme duration, including the addition of a placement or Study Abroad Year.
- Location of study.
- Inclusion of a variance.

Minor programme amendment

- Addition of an option module(s).
- Addition of a Study Abroad or placement that does not affect the programme duration.

Making a major programme amendment

21. The following table details the locus of consideration for the approval of each type of major programme amendment:

Amendment	Approved by
Programme title and award	Academic Planning and Fees Panel
The programme's credit value	Academic Planning and Fees Panel
Mode of study or delivery	Academic Planning and Fees Panel

Addition or removal of alternative target awards	Academic Planning and Fees Panel
Introducing or removing cohort intake months	Academic Planning and Fees Panel
Addition or removal of routes within a programme	Academic Planning and Fees Panel
Programme duration, including the addition of a placement or Study Abroad Year	Academic Planning and Fees Panel
Location of study	Academic Planning and Fees Panel
Entry requirements	Recruitment Policy Panel
Inclusion of a variance from the Academic Framework	PSRB Oversight Panel
Replacement of a core module(s)	Programme and Module Amendment Panel
Withdrawal/removal of an option module(s)	Programme and Module Amendment Panel
Programme aims	Programme and Module Amendment Panel
Programme Learning outcomes	Programme and Module Amendment Panel
Addition or removal of alternative exit awards	Programme and Module Amendment Panel

22. For minor and major amendments that require approval by PMAP the following applies:

- a) The Programme Leader establishes whether the proposed amendment(s) affects other programmes, including those within other Schools and collaborative programmes¹⁵. If it is the case that the amendment will affect other programmes these should be added to the Programme Amendment Proposal and the applicable Programme Leader(s) and Director(s) of School will be required to confirm support prior to the proposed amendment(s) progressing to PMAP.

¹⁵ If changes to offered modules are proposed, the details of the programmes served by shared modules can be viewed in Courseloop. However, programme teams also need to be aware of any separate replica modules e.g. for franchise collaborative programmes.

- b) The Programme Leader consults all affected students/apprentices. This should normally be done at a scheduled Board of Study, or via student/apprentice representatives. Consideration and, if applicable, endorsement of the proposed amendment(s) should be clearly documented within the minutes of the relevant Board of Study meeting. In instances where student/apprentice consultation takes place outside of a Board of Study, the consultation process and outcome should be presented, for information, at the next scheduled meeting.
- c) The Programme Leader notifies the External Examiner(s)¹⁶ and invites them to comment on the proposed amendment(s). External Examiners are not required to approve proposed programme amendments but must be given the opportunity to provide feedback¹⁷.
- d) If applicable, the Programme Leader notifies the relevant PSRB(s) of the proposed amendment and establishes their involvement.
- e) The Programme Leader [updates the applicable programme specification\(s\) in Courseloop](#)¹⁸ and then completes the corresponding Programme Amendment Proposal, which is also within Courseloop. Within this proposal the Programme Leader is required to:
- Select the applicable programme(s).
 - Update the proposal title - this should:
 - i. Start with the 3 letter School code (e.g. NAH).
 - ii. Specify the type of amendment¹⁹ – refer to table on pages 11 and 12.
 - Complete the rationale – this should:
 - i. Clearly and concisely, summarise the proposed amendment(s).
 - ii. Confirm the rationale for the amendment(s) and provide assurances regarding the maintenance of academic rigour.
 - Confirm the proposed date of implementation.
 - Record a summary, in the 'Impact and Consultation' section of the Amendment Proposal²⁰, of the outcomes and how and when consultation took place for steps a – d, detailed above.
- f) Once the Programme Amendment Proposal has been completed, it is then 'Marked As Complete' and submitted, via Courseloop, for approval by the applicable Director(s) of School.

¹⁶ For amendments to apprenticeship programme(s), the External Verifier(s) is also required to be notified and invited to comment.

¹⁷ This is also applicable to External Verifiers for apprenticeship programmes.

¹⁸ For amendments which will lead to the creation of a new module(s), a new module proforma(s) will also need to be created within Courseloop and submitted to PMAP for consideration.

¹⁹ NB this section is limited to 100 characters.

²⁰ Please note amendment proposals are unable to proceed to PMAP until these assurances are provided.

g) Following approval by the relevant Director(s) of School, the Programme Amendment Proposal and updated programme specification(s)²¹ are presented to PMAP for consideration and approval. There are three possible outcomes of PMAP consideration:

- Approval.
- Approval, subject to revision.
- Rejection, with associated rationale.

h) Following consideration by PMAP, Academic Registry will confirm the outcome to the Programme Leader and Director of School.

23. If approved, the new version of the programme specification(s) will be published via Courseloop. Previous versions will still be available to view and will apply to relevant cohorts.

24. In relation to major amendments, which require approval by Academic Planning and Fees Panel, PSRB Oversight Panel or Recruitment Policy Panel, these panels have their own separately documented approval process that must be completed in order to apply for the amendment²².

Timetable for major and minor programme amendments

25. The university has agreed the following deadlines for programme amendments:

- Normally all programme amendments to undergraduate programmes with a September start date, for implementation in September 2023, will need to be fully approved and published on the relevant university system no later than **31st December 2022**²³.
- Normally all programme amendments to postgraduate programmes with a September start date, for implementation in September 2023, will need to be fully approved and published on the relevant university system no later than **30th June 2023**²⁴.

26. For programmes that have been approved for delivery outside of the traditional academic year (for example a January start date as opposed to September), advice on timescales for proposed programme amendments should be sought from [Academic Registry](#).

27. The dates and associated paper deadlines of PMAP can be located [here](#).

28. Please note, any amendment proposals submitted to Academic Registry after the applicable PMAP paper deadline, **will only** be considered by the committee in exceptional circumstances, and at the Chair's discretion.

²¹ Ibid.

²² Please see the [Guidance for Programme Change](#) for details of the Academic Planning and Fees Panel programme change process. The Application for Variance is available [here](#). Applications for variance must meet the criteria outlined within the [Academic Framework](#). Details on the requirements, meeting dates and paper deadlines for Recruitment Policy Panel can be obtained from Alison Williams (A.Williams2@ljmu.ac.uk).

²³ Exceptionally, if a programme requires amendment after this date, it **must** be fully approved and published on the relevant university system, no later than Friday 30 June 2023.

²⁴ Ibid.

29. Any request for a programme amendment to be considered outside of the agreed timescales must be supported by the relevant Faculty Pro Vice-Chancellor. Confirmation of support, from the Faculty Pro Vice-Chancellor should include consideration of the implications/requirements of making changes outside of agreed timescales, including CMA requirements.

Chapter 5: Consultation with students/apprentices

30. In line with the university's [Student Protection Plan](#), ensuring students/apprentices are fully consulted and engaged in decisions to amend their programme of study is a fundamental feature of the university's amendment process.
31. As stated in Chapters 3 and 4, current students/apprentices, affected by a proposed amendment(s), must be consulted prior to an amendment proposal being presented to PMAP. This consultation will normally be undertaken at a scheduled Board of Study or via the student/apprentice representative system. Appropriate records of all stages in the consultation process must be retained by the programme team for audit purposes.
32. Any amendment proposals that do not confirm students/apprentices have been consulted with regard to a proposed amendment(s) will not be approved by PMAP.
33. Should current students/apprentices be affected by a proposal to amend a programme's title and/or award, to remove an alternative target and/or exit award, or to amend the location of study then **written consent must be obtained from all affected students/apprentices, including those who are currently not engaging or are on a Leave of Absence**. Prior to seeking to apply a change(s) of this nature to existing students/apprentices, the programme team/Programme Leader **must** obtain the approval of both the Director of School and Faculty Pro Vice-Chancellor.
34. In instances where consent is required from students/apprentices who are not engaging or on a Leave of Absence, arrangements must be in place to ensure that, when the student/apprentice is re-engaged, their written consent to the change is sought.
35. When seeking student/apprentice consent, students/apprentices must be made aware of the alternative options available to them should they not consent to the proposed change, including the opportunity to withdraw from the programme, to move to another programme and, if required, to move to another institution.
36. In addition to the above options, in the event that **all** affected students/apprentices²⁵ do not provide written consent to the change, the Faculty may wish to consider offering those students/apprentices the option to continue to the extant version of the programme. **Before** exploring this option with students/apprentices, the programme team/Programme Leader **must** seek support, and confirmation, from the Faculty Pro Vice-Chancellor that such an arrangement can be resourced.
37. Written consent must be obtained by the relevant programme team/Programme Leader, and evidence of consent must be retained by the programme team and presented alongside the amendment proposal.
38. Whilst written consent from students/apprentices will normally only be required in the above circumstances, on occasion, it may be necessary to obtain written consent from all students/apprentices, affected by an amendment, outwith the above. In these instances, advice will be provided by Academic Registry.
39. Where the application cycle has commenced for future cohorts, applicants and those holding offers must be advised of the change(s), in writing, as soon as possible after it has

²⁵ Including those not engaging or on a Leave of Absence.

been approved. It is the responsibility of the Student Recruitment Marketing and Admissions Team to manage this correspondence in consultation with the relevant Programme Leader(s). When communicating details of approved changes to prospective students/apprentices, applicants and offer holders, the rationale for the change(s) should be clearly articulated. It should be noted that it may be necessary to offer advice about alternative programmes, should this be requested.

Appendix 1: Starting a Programme/Module Amendment in [Courseloop](#)

1. Select Academic Items.

2. Search for the Module or Programme Code (NB. to use the filters)

The screenshot shows the Courseloop dashboard with a search bar containing '4103NRS'. The search results show one item: '4103NRS Biosciences in Nursing Practice'. A dropdown arrow is visible next to the item name.

4103NRS	Biosciences in Nursing Practice	MODULE
1 results		

3. Click on the drop down arrow.

4. Identify the Module or Programme version that needs to be changed.

The screenshot shows the search results for '4103NRS' with a table of results. The table has columns for STATUS, STAGE, APPROVAL LEVEL, and VERSION. The version '2022.01' is highlighted.

4103NRS	Biosciences in Nursing Practice	MODULE		
STATUS	STAGE	APPROVAL LEVEL	VERSION	
2022	Approved	COMPLETE	DATA MIGRATION	2022.01

5. Click on the Ellipsis button.

6. Click on 'Revise'.

The screenshot shows the search results for '4103NRS' with the 'Revise' button highlighted in the dropdown menu.

4103NRS	Biosciences in Nursing Practice	MODULE		
STATUS	STAGE	APPROVAL LEVEL	VERSION	
2022	Approved	COMPLETE	DATA MIGRATION	2022.01