

Guidance for Programme and Module Amendments

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Academic Registry

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Glossary

APP	Academic Planning Panel
CMA	The Competition and Markets Authority
FQAEC	Faculty Quality Assurance and Enhancement Committee
ModCat	Module Catalogue
ProdCat	Product Catalogue
PSRB	Professional Statutory Regulatory Body
RPP	Recruitment Policy Panel

Chapter 1: Introduction

1. In order to ensure that the academic standards and quality of students' 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, External Examiners, 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. Academic Registry, within the University's WebHub, maintains a record of programme and module amendments.
4. The University has a contractual relationship with its students, which is governed by Consumer Protection Legislation. To this end, the Competition and Markets Authority (CMA) have produced guidance¹ to help Higher Education providers understand their responsibilities, under consumer protection law, in their dealings with students. 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 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.

Material Changes

5. The following aspects of a programme of study are considered material to the choices made by students 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 requirements².
 - Programme duration.
 - Core modules.
 - Likely optional modules.
 - Location of study.
 - PSRB accreditation.
 - Overall approach to teaching, learning and assessment.

¹ [Competition and Markets Authority, UK Higher Education Providers – Advice on Consumer Protection Law](#)

² For prospective students.

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 staffing and/or Faculty/School information.
 - Update a module's syllabus with no associated impact on its learning outcomes.
 - Update information relating to professional accreditation of a programme.

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 relevant Faculty Quality Assurance and Enhancement Committee (FQAEC). 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 the University's Module Catalogue (ModCat) and/or Product Catalogue (ProdCat).
 - b) Submit the revised module proforma(s) and/or programme specification(s), via ModCat and/or ProdCat, for approval by the Assistant Academic Registrar, clearly detailing within the context message the details of the change(s) that has been made.

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):

- Delivery components and identified learning activities.
- Contact hours.
- Methods of assessment.
- Aims.
- Learning outcomes.
- Outline syllabus³.
- Title.
- Semester of delivery (e.g. from semester 1 to semester 2 or to yearlong)⁴.

Making a module amendment

12. Module amendments require approval by FQAEC. In order to effect a change to any of the above 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. If it is the case that the amendment will affect other programmes, the applicable Programme Leader(s) and Director(s) of School will be required to confirm support prior to the proposed amendment(s) progressing to FQAEC.
- b) The Module Leader or Programme Leader consults all affected students. This should normally be done at a scheduled Board of Study, or via student 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 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) 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 feedback.
- d) If applicable, the Module Leader or Programme Leader notifies the relevant PSRB(s) of the proposed amendment and establishes their involvement.

³ As per Chapter 2, changes to a module's outline syllabus only require formal approval if they impact upon the module's aims and/or learning outcomes.

⁴ Care should be taken to ensure that the overall programme remains balanced in-line with the requirements of the University's Academic Framework.

- e) The Module Leader or Programme Leader updates the applicable module proforma(s) on ModCat and completes a [Module Amendment Request](#), within WebHub. Within this proposal the Module Leader or Programme Leader is required to:
- Confirm the module(s) that will be amended.
 - Confirm all programmes to which the module(s) contributes.
 - Clearly and concisely, summarise the proposed amendment(s).
 - Confirm the proposed date of implementation.
 - Provide assurances that steps a - d, detailed above, have been undertaken⁵.
 - For modules that feature within collaborative programmes, confirm how and when representatives from the collaborative partners were consulted with regard to the proposed amendment(s).
- f) Once the Module Amendment Request has been completed, it is then submitted, via WebHub, 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 Request, and updated module proforma(s) are presented to FQAEC for consideration and approval. There are three possible outcomes of FQAEC consideration:
- Approval.
 - Approval, subject to revision.
 - Rejection, with associated rationale.
- h) Following consideration by FQAEC, Academic Registry will confirm the outcome to the Module Leader and/or Programme Leader and Director of School.
- i) Once a proposed module amendment has been approved by FQAEC, the Module Leader or Programme Leader should submit the amended module proforma(s), via ModCat, for approval by the Assistant Academic Registrar.

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 25 February 2022⁶**.
- Normally amendments to semester 1 modules must be fully approved, and published on the relevant University system, no later than **Friday 25 February 2022⁷**.

⁵ Please note a module amendment proposal is unable to proceed to FQAEC until these assurances are provided.

⁶ 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 Thursday 30 June 2022.

⁷ 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 Thursday 30 June 2022.

- Amendments to semester 2 modules must be fully approved, and published on the relevant University system, no later than **Thursday 30 June 2022**.

14. As a result:

- Normally the last point at which FQAEC can consider proposed amendments to yearlong modules, for implementation in 2022-23, is **January 2022**.
- Normally the last point at which FQAEC can consider proposed module amendments, for implementation in semester 1 2022-23, is **January 2022**.
- Normally the last point at which FQAEC can consider proposed module amendments, for implementation in semester 2 2022-23, is **May 2022**.

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. Academic Registry, will confirm the specific dates and associated paper deadlines of FQAEC.

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

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 be cognisant 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 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 delivery.
- Addition or removal of alternate target and/or exit awards.
- Introducing or removing cohort entry points.
- 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 Panel
The programme's credit value	Academic Planning Panel
Mode of delivery	Academic Planning Panel

Addition or removal of alternative target awards	Academic Planning Panel
Introducing or removing cohort entry points	Academic Planning Panel
Addition or removal of routes within a programme	Academic Planning Panel
Programme duration, including the addition of a placement or Study Abroad Year	Academic Planning Panel
Location of study	Academic Planning Panel
Entry requirements	Recruitment Policy Panel
Inclusion of a variance from the Academic Framework	Education Committee
Replacement of a core module(s)	FQAEC
Withdrawal/removal of an option module(s)	FQAEC
Programme aims	FQAEC
Programme Learning outcomes	FQAEC
Addition or removal of alternative exit awards	FQAEC

22. For major amendments that require approval by FQAEC the following applies:

- a) The Programme Leader consults all affected students. This should normally be done at a scheduled Board of Study, or via student 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 consultation takes place outside of a Board of Study, the consultation process and outcome should be presented, for information, at the next scheduled meeting.
- b) The Programme Leader notifies the External Examiner(s) 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 feedback.

- c) If applicable, the Programme Leader notifies the relevant PSRB(s) of the proposed amendment and establishes their involvement.
- d) The Programme Leader updates the applicable programme specification(s) on ProdCat⁸ and completes a [Programme Amendment Request](#), within WebHub. Within this proposal the Programme Leader is required to:
- Confirm the programme(s) that will be amended.
 - Clearly and concisely, summarise the proposed amendment(s).
 - Confirm the rationale for the amendment(s).
 - Confirm the proposed date of implementation.
 - Confirm how students have been consulted with regard to the proposed amendment(s).
 - If applicable, confirm which public information will be affected by the amendment.
 - Provide assurances that the External Examiner(s) and, if applicable, the relevant PSRB(s) have been notified of the proposed amendment.
 - For collaborative programmes, confirm how and when representatives from the collaborative partner(s) were consulted with regard to the proposed amendment(s).
- e) Once the Programme Amendment Request has been completed, it is then submitted, via WebHub, for approval by the applicable Director(s) of School.
- f) Following approval by the relevant Director(s) of School, the Programme Amendment Request, and updated programme specification(s)⁹ are presented to FQAEC for consideration and approval. There are three possible outcomes of FQAEC consideration:
- Approval.
 - Approval, subject to revision.
 - Rejection, with associated rationale.
- g) Following consideration by FQAEC, Academic Registry will confirm the outcome to the Programme Leader and Director of School.

23. Once a proposed major amendment has been approved by FQAEC, the Programme Leader should submit the amended programme specification(s), via ProdCat, for approval by the Assistant Academic Registrar¹⁰.

24. In relation to major amendments, which require approval by Academic Planning Panel, Education Committee or Recruitment Policy Panel, these committees/panels have their own application form that must be completed in order to apply for the amendment¹¹.

⁸ For major amendments, which will lead to the creation of a new core module(s) a new module proforma(s) will also need to be created within ModCat.

⁹ Ibid.

¹⁰ If the major amendment leads to the creation of a new core module(s), the new module proforma(s) will also need to be submitted, via ModCat, for approval by the Assistant Academic Registrar.

¹¹ Please see the [Guidance for Programme Change](#) for details of the Academic Planning 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).

Making a minor programme amendment

25. All minor programme amendments require approval by FQAEC. The following process applies:

- a) The Programme Leader consults all affected students. This should normally be done at a scheduled Board of Study or via student 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 consultation takes place outside of a Board of Study, the consultation process and outcome should be presented, for information, at the next scheduled meeting.
- b) The Programme Leader notifies the External Examiner(s) 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 feedback.
- c) If applicable, the Programme Leader notifies the relevant PSRB(s) of the proposed amendment and establishes their involvement.
- d) The Programme Leader updates the applicable programme specification(s) on ProdCat¹² and completes a [Programme Amendment Request](#), within WebHub. Within this proposal the Programme Leader is required to:
 - Confirm the programme(s) that will be amended.
 - Clearly and concisely, summarise the proposed amendment(s).
 - Confirm the rationale for the amendment(s).
 - Confirm the proposed date of implementation.
 - Confirm how students have been consulted with regard to the proposed amendment(s).
 - If applicable, confirm which public information will be affected by the amendment.
 - Provide assurances that the External Examiner(s) and, if applicable, the relevant PSRB(s) have been notified of the proposed amendment.
 - For collaborative programmes, confirm how and when representatives from the collaborative partner(s) were consulted with regard to the proposed amendment(s).
- e) Once the Programme Amendment Request has been completed, it is then submitted, via WebHub, for approval by the applicable Director(s) of School.

¹² For minor programme amendments that will lead to the creation of a new option module(s) or an updated core/option module(s), a new module proforma(s) will also need to be created within ModCat.

f) Following approval by the relevant Director(s) of School, the Programme Amendment Request, and updated programme specification(s)¹³ are presented to FQAEC for consideration and approval. There are three possible outcomes of FQAEC consideration:

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

g) Following consideration by FQAEC Academic Registry will confirm the outcome to the Programme Leader and Director of School.

26. Once a proposed minor programme amendment has been approved by FQAEC, the Programme Leader should submit the amended programme specification(s), via ProdCat, for approval by the Assistant Academic Registrar¹⁴.

Timetable for major and minor programme amendments

27. 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 2022, will need to be fully approved and published on the relevant University system no later than **31st December 2021**¹⁵.
- Normally all programme amendments to postgraduate programmes with a September start date, for implementation in September 2022, will need to be fully approved and published on the relevant University system no later than **31st May 2022**¹⁶.

28. 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](#).

29. Academic Registry will confirm the dates and associated paper deadlines of FQAEC.

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

31. 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 be cognisant of the implications/requirements of making changes outside of agreed timescales, including CMA requirements.

¹³ For minor programme amendments, which will lead to the creation of a new option module(s), or an updated core/option module(s), the new module proforma(s) will also need to be received by FQAEC.

¹⁴ If the minor amendment leads to the creation of a new option module(s), or an updated core/option module(s), the new module proforma(s) will also need to be submitted, via ModCat, for approval by the Assistant Academic Registrar.

¹⁵ Exceptionally, if a programme requires amendment after this date, it **must** be fully approved and published on the relevant University system, no later than Thursday 30 June 2022.

¹⁶ Ibid.

Chapter 5: Consultation with students

32. In line with the University's [Student Protection Plan](#), ensuring students are fully consulted and engaged in decisions to amend their programme of study is a fundamental feature of the University's amendment process.
33. As stated in Chapters 3 and 4, current students, affected by a proposed amendment(s), must be consulted prior to an amendment proposal being presented to FQAEC. This consultation will normally be undertaken at a scheduled Board of Study or via the student representative system. Appropriate records of all stages in the consultation process must be retained by the programme team for audit purposes.
34. Any amendment proposals that do not confirm students have been consulted with regard to a proposed amendment(s) will not be approved by FQAEC.
35. Should current students 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, 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, the programme team/Programme Leader **must** obtain the approval of both the Director of School and Faculty Pro Vice-Chancellor.
36. In instances where consent is required from students who are not engaging or on a Leave of Absence, arrangements must be in place to ensure that, when the student is re-engaged, their written consent to the change is sought.
37. When seeking student consent, students 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.
38. In addition to the above options, in the event that **all** affected students¹⁷ do not provide written consent to the change, the Faculty may wish to consider offering those students the option to continue to the extant version of the programme. **Before** exploring this option with students, the programme team/Programme Leader **must** seek support, and confirmation, from the Faculty Pro Vice-Chancellor that such an arrangement can be resourced.
39. 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.
40. Whilst written consent from students will normally only be required in the above circumstances, on occasion, it may be necessary to obtain written consent from all students, affected by an amendment, outwith the above. In these instances, advice will be provided by Academic Registry.

¹⁷ Including those not engaging or on a Leave of Absence.

41. Where the application cycle has commenced for future cohorts, applicants and those holding offers must be advised of the change(s) as soon as possible after it has been approved. It is the responsibility of the relevant Faculty Admissions Team to manage this correspondence in consultation with the relevant Programme Leader(s). When communicating details of approved changes to prospective students, 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.