Approval for Modification to Module and/or Programme Specifications

Process Guide for the approval of modifications to validated Modules and/or Programme Specifications

Standards and Enhancement Office

1. Managing the Modification Process

Modification to validated programmes needs to be managed because:

a) Whilst a couple of tweaks to a validated Module or Programme may seem insignificant, the cumulative change over the duration (normally five years) of the programme can result in the programme being subject to drift and ending up bearing little resemblance to the validated programme;

b) The information on validated Programme (and often Module) Specifications constitutes the material information upon which students and applicants make their decision to study a particular programme at the University and so they need to be involved in the process of change either by way of confirming that they are content with the change or in the case of applicants the changes may have a bearing on their choice of course and may result in them deciding not to enrol at the University of Bolton opting for another programme;

c) The University systems now interlink closely so a change on the Programme or Module Specifications Databases often have an impact on the SITS records and the website content so the notification of changes across the organisation is critical otherwise the synchronisation of the change and therefore the quality of the data is compromised;

d) Many of our programmes and modules are delivered at the University but also at partners off campus and it is important that any changes are made in liaison with all those involved in delivery.

2. Where do you start the process

Complete the Change Approval Form (CAF) – see Appendix 1 for an example of the CAF – the document for completion is found at the following link:
https://www.bolton.ac.uk/Quality/PDA/Programme-Approval-Process/Home.aspx

Submit the completed CAF with all the necessary evidence (as explained to the CAF) to the relevant School/Division Academic Co-ordinator (Standards, Enhancement and the Learner Experience) for consideration by the School Board

3. Categories of Change

There are three categories of change to validated Modules and/or Programmes:

Category A -   are straightforward changes to Modules Specifications which do not require any modification to the Programme Specification or the Course Marketing information – this category of change is considered and may be approved at School Board who will then notify SEO that change has received School Board approval.

SEO will then confirm that this is sufficient approval and will process the specifications on the Module Specification Database. If SEO consider the changes to have been inappropriately categorised as Category A and should be considered as Category B or Category C due to the complexity or quantity of changes (which may be cumulative) SEO will advise that the approval of either SEO (Cat B) or Programmes Committee and then USP (Cat C) is required.

Category B -   are more complex changes to Modules or Programme Specification which if approved require a change to published information and therefore need to be controlled in terms of making sure all internal and externally available systems correlate and the communication of the changed information is managed appropriately.

Category C -   this level of change is likely to require full Academic Approval so needs to be considered by the School Board, Programmes Committee and then either University Standing Panel or Validation Panel – please see the Programme Approval Process on the SEO website at the following link
https://www.bolton.ac.uk/Quality/PDA/Programme-Approval-Process/Home.aspx

Please Note - In the event of changes that are so significant SEO may advise that a Programmes Approval Form is required by Programmes Committee with a view to the programme or suite of programmes being completely re-validated.

4. FAQ : Changes to Modules

When is a new module number needed from SDM?

- Change in Title (however slight the change might be) (B1)
- Change in Duration eg 1 semester to 2 semesters (B7)
- Change in Credit Rating eg 20 credits to 40 credits (B6)
- Change in Level – eg HE5 to HE6 (B4)

What elements of the Module Specification can be edited on the current published version? *Please note that any changes post validation are changed immediately on the published/online version and cannot be rolled back:*

- Module Outline (only to correct errors)
- Indicative Content entries (only to correct errors)
- Learning & Teaching Strategy (only to correct errors)
- Formative Assessment Strategy (only to correct errors)
- Summative Assessment Strategy (only to correct errors)
- Feedback (only to correct errors)
- Learning Resource entries (to provide updated information)

5. FAQ : Changes to Programmes

When is a new course code needed?

We now have the capability to create updated versions of course codes rather than generating completely new codes. A new version is required whenever there is a change to the Programme Specification. A completely new course code is required if:

- There is a change (however slight) in the title
- There is a change in the duration
- There is a change in the location of delivery

Please see Appendix 2 for list of abbreviations

5 - What is the category of the change and what is the impact/action regarding documentation/systems/public information/students/applicants?

CAF Code	Description of Change	Where can this change be approved	Internal and External input to change	Module Specification Requirement	Programme Specification Requirement	Course Marketing Database Requirement	Communication with students/applicants
CATEGORY A - CHANGES TO BE CONSIDERED FOR APPROVAL BY SCHOOL BOARD							
School Board can consider and where relevant approve the following types of change							
A1	Adding a new optional module	School Board (by Chair's Action) Forwarded to SEO for confirmation of systems actions to be taken	Academic Coordinator and External Examiner on Change Approval Form (CAF)	New code obtained from SDM New code entered on SITS by SDM and new module spec created by SDM, populated by Academic Team and progressed on database system	SEO super-user inputs new module code on Prog Spec and notifies CMDB super-user. School confirmed of completion	CMDB super-user updates Course Marketing Module Listing School confirmed of completion	Pre Module Choice for students. Applicants informed via published updated Prog Spec and via in Offer/ Enrolment Pack
A2	Module Outline/Indicative Content of existing module to provide greater clarity	School Board (by Chair's Action) Forwarded to SEO for confirmation of systems actions to be taken	Academic Coordinator and External Examiner on CAF	SEO Progress and notify CMDB super-user. School confirmed of completion	None	CMDB super-user updates Course Marketing information. School confirmed of completion	Changes included in Module Guides for next affected student cohort Does not impact on Applicants.
A3	Learning Outcomes of existing module to provide greater clarity which **do not** impact on the Programme Learning Outcomes	School Board (by Chair's Action) Forwarded to SEO for confirmation of systems actions to be taken	Academic Coordinator and External Examiner on CAF	SEO Progress School confirmed of completion	None	None	Changes included in Module Guides for next affected student cohort Does not impact on Applicants.

A4	Assessment methods for existing module which **do not** impact on the Programme Specification *(eg essay changed to portfolio – no change to KIS category of Coursework)*	School Board (by Chair's Action) Forwarded to SEO for confirmation of systems actions to be taken	Academic Coordinator and External Examiner on CAF	SEO Progress School confirmed of completion	None	None	Changes included in Module Guides for next affected student cohort Does not impact on Applicants.
A5	Learning and Teaching Strategy/Assessment Strategies/Feedback to provide greater clarity.	School Board (by Chair's Action) Forwarded to SEO for confirmation of systems actions to be taken	Academic Coordinator and External Examiner on CAF	SEO Progress School confirmed of completion	None	None	Changes included in Module Guides (if applicable) for next affected student cohort Does not impact on Applicants.

CATEGORY B - CHANGES TO BE CONSIDERED FOR APPROVAL BY SEO (with input from External Advisor) with final sign off by UNIVERSITY STANDING PANEL
Having been approved by the School Board, CAF considered by SEO and where relevant approval to be granted for consideration by University Standing Panel or Programme Approval Event where finalised documentation will be evidenced

CAF Code	Description of Change	Where can this change be approved	Internal and External input to change	Module Specification Requirement	Programme Specification Requirement	Course Marketing Database (CMDB) Requirement	Communication with students/applicants
B1	New Core Module	School Board (by Chair's Action) THEN SEO (having received input from External Advisor) complete University Standing Panel approval and confirm systems action to be taken	Academic Coordinator and External Advisor on CAF	New code obtained from SDM New code entered on SITS by SDM and new module spec created by SDM, populated by Academic Team and progressed on database system	New version of Programme Spec created by SEO New module code added by School Programme Spec approved by SEO having gone through University Standing Panel	New version of CMDB created and new module added	Existing students to be notified by Academic Team of Changes and students to accept changes Applicants will receive new Prog Spec with Offer letter Offer holders to be notified by Academic Team of Changes
B2	Withdrawing existing module (option or core)			None	New version of Programme Spec created by SEO Module code removed by Academic team Programme Spec approved by SEO having gone through University Standing Panel	New version of CMDB created and module(s) removed	Existing students to be notified by Academic Team of Changes and students to accept changes Applicants will receive new Prog Spec with Offer letter Offer holders to be notified by Academic Team of Changes

B3	Status of module from option to core or core to option			None	New version of Programme Spec created by SEO Module status changed by Academic team Programme Spec approved by SEO having gone through University Standing Panel	New version of CMDB created	Existing students to be notified by Academic Team of Changes and students to accept changes Applicants will receive new Prog Spec with Offer letter Offer holders to be notified by Academic Team of Changes
B4	Duration of existing module			New module code obtained from SDM New code entered on SITS by SDM and new module spec created by SDM, populated by Academic Team and progressed on database system	New version of Programme Spec created by SEO New module code added by School Programme Spec approved by SEO having gone through University Standing Panel	New version of CMDB created and new module added	Existing students to be notified by Academic Team of Changes and students to accept changes Applicants will receive new Prog Spec with Offer letter Offer holders to be notified by Academic Team of Changes
B5	Learning and Teaching Methods that require a change to the Programme Specification *(eg Scheduled contact*			New version of module spec created by Academic team Changes made and submitted with CAF	New version of Programme Spec created by SEO	New version of CMDB created	Existing students to be notified by Academic Team of Changes and students to accept changes

	time 32.5 hours Independent Study 67.5 hours changed to Scheduled 35 hours Independent Study 65 hours)				Module status changed by Academic team Programme Spec approved by SEO having gone through University Standing Panel		Applicants will receive new Prog Spec with Offer letter Offer holders to be notified by Academic Team of Changes
B6 B7	Level (FHEQ) of existing module Credit rating of existing module	School Board (by Chair's Action) SEO (having received input from External Advisor) complete University Standing Panel approval and confirm systems action to be taken	Academic Coordinator and External Advisor on CAF	New code obtained from SDM New code entered on SITS by SDM and new module spec created by SDM, populated by Academic Team and progressed on database system	New version of Programme Spec created by SEO New module code added by School Programme Spec approved by SEO having gone through University Standing Panel	New version of CMDB created	Existing students to be notified by Academic Team of Changes and students to accept changes Applicants will receive new Prog Spec with Offer letter Offer holders to be notified by Academic Team of Changes
B8	Assessment methods which require a change to the Programme Specification *(eg from examination to coursework)*		Academic Coordinator and External Advisor on CAF	New code obtained from SDM New code entered on SITS by SDM and new module spec created by SDM, populated by Academic Team and	New version of Programme Spec created by SEO New module code added by School Programme Spec approved by SEO having gone through	New version of CMDB created	Existing students to be notified by Academic Team of Changes and students to accept changes Applicants will receive new Prog Spec with Offer letter

				progressed on database system	University Standing Panel		Offer holders to be notified by Academic Team of Changes
B9	Assessment weightings which require a change of the Programme Specification *(eg exam 50% and coursework 50% to exam 100%)*		Academic Coordinator and External Advisor on CAF	New code obtained from SDM New code entered on SITS by SDM and new module spec created by SDM, populated by Academic Team and progressed on database system	New version of Programme Spec created by SEO New module code added by School Programme Spec approved by SEO having gone through University Standing Panel	New version of CMDB created	Existing students to be notified by Academic Team of Changes and students to accept changes Applicants will receive new Prog Spec with Offer letter Offer holders to be notified by Academic Team of Changes
B10	Assessment Marks *(eg exam 70% to 50% pass mark)*		Academic Coordinator and External Advisor on CAF	New code obtained from SDM New code entered on SITS by SDM and new module spec created by SDM, populated by Academic Team and progressed on database system	New version of Programme Spec created by SEO New module code added by School Programme Spec approved by SEO having gone through University Standing Panel	New version of CMDB created	Existing students to be notified by Academic Team of Changes and students to accept changes Applicants will receive new Prog Spec with Offer letter Offer holders to be notified by Academic Team of Changes

CATEGORY C - CHANGES APPROVED BY PROGRAMMES COMMITTEE FOLLOWED BY USP			
Having been approved by the School Board, CAF to be submitted to Programmes Committee and where relevant approval to be granted for consideration by University Standing Panel or Programme Approval Event			
C1	Category B Changes that are significant in volume or complexity

Academic Coordinator and SEO to determine – also cumulative changes that have taken place in the past | School Board (by Chair's Action)

Programmes Committee and USP/Programme Approval Event | If approved by Programmes Committee – Planning Meeting will be arranged and where SEO will confirm the process, documentation and system requirements |
C2	Introduction, removal or change to work placement		
C3	Programme Specification Learning Outcomes		
C4	Other change to Module(s) or Programme not included above	Discuss with SEO to determine action to be taken	

Change Approval Form (CAF)

This form is to be used for all proposed modifications to validated modules or programmes

1 Programme(s) affected by the modification(s) including those delivered Off Campus *Please list all course codes affected and attach correspondence with OCD confirming partner involvement with changes*	Programme Code(s)
2 Form completed by	**Date**
3 Summary of the proposed modification and rationale	
4 Proposed date for introduction of the modification *Please note that modifications to programmes should not usually be implemented for a current cohort of students. Modifications with timetabling implications need to be approved by February before the year of introduction to be taken into account in the annual timetable.*	

5 Professional, Statutory or Regulatory Body (PSRB) approval *Relevant emails or pdf's of correspondence should be included with the CAF*		
5a	**Is PSRB approval required?**	Yes/No
5b	**Name of relevant PSRB**	
5c	**PSRB approached**	Yes/No Date of approach:
5d	**PSRB approval received**	Date of receipt:
6 New or Revised Module Specs/Impact on Programme Specs		
6b	**Please list the new Modules Codes if obtained**	

Appendix 1

7 For each module/programme to be modified mark the appropriate box(es) to indicate the proposed change(s)

Approval Method	CAF to School Board then forward to SEO to be actioned					CAF to SEO and then to USP										CAF to SEO and then to Programmes Committee for Academic Approval prior to Programme Approval			
Programme or Module Code and Title	A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	C1	C2	C3	C4

Key to categories of change:

A = Normally Approved by School Board

A1. Adding new optional module

A2. Outline and/or Indicative Content of existing module to provide greater clarity

A3. Learning Outcomes of existing module to provide greater clarity which **do not** impact on the Programme Learning Outcomes

A4. Assessment methods for existing module which **do not** impact on the Programme Specification *(eg essay changed to portfolio – no change to KIS category of Coursework)*

A5. Learning and Teaching Strategy/Assessment Strategies/Feedback to provide greater clarity.

B = Normally Approved by SEO and then University Standing Panel

B1. New Core Module

B2. Withdrawing existing module (option or core)

B3. Status of module from option to core or core to option

B4. Duration of existing module

B5. Learning and Teaching Methods that require a change to the Programme Specification *(eg Scheduled contact time 32.5 hours Independent Study 67.5 hours changed to Scheduled 35 hours Independent Study 65 hours)*

B6. Level of existing module

B7. Credit rating of existing module

B8. Assessment methods which require a change to the Programme Specification *(eg from examination to coursework)*

B9. Assessment weightings which require a change of the Programme Specification *(eg exam 50% and coursework 50% to exam 100%)*

B10. Assessment Marks *(eg exam 70% to 50% pass mark)*

C = Other Changes Normally Major

C1. Category B Changes that are significant in volume or complexity Academic Coordinator and SEO to determine - also cumulative changes that have taken place in the past

C2. Introduction, removal or change to work placement - *Please refer to the University Work Based Placement Code of Practice*

C3. Programme Specification – Learning Outcomes

C4. Other change to Module(s) or Programme not included above Please provide details on a separate sheet.

PLEASE NOTE:

Changes that fall into **Category A** will normally be approved at School Board Level via submission of a CAF to the Academic Coordinator and changes will be implemented the following academic year. **Category B and Category C** will normally require a CAF to be submitted to SEO post approval at School Board for further consideration. Depending on the time of year that a CAF is submitted, changes will be applied either for the following academic year or the subsequent academic year if time does not permit the change to be notified to existing students and offer holders.

If the required change is not listed please contact Standards and Enhancement Office for advice.

The following fields are editable on the Module Specification Database which allows you to update these fields on the published version of your module specifications so should only be used to correct an error – please obtain School Board approval (by way of notifying your Academic Coordinator/Academic Operational Lead) for changes with the exception of Learning Resources which should be updated regularly:

- Formative Assessment Strategy
- Summative Assessment Strategy
- Learning & Teaching Strategy
- Module Outline
- Feedback
- Indicative Content entries
- Learning Resource entries

8	Are there resource implications arising from the proposed modifications?	Yes/No
Please note appropriate consultation within and beyond the School should take place regarding any identified increased or decreased resource needs from proposed modifications. Please consult with the Dean of Faculty/Head of School and/or Pro Vice Chancellor (Academic) regarding resources for new modules or significant changes to existing modules. Please also consult with the Subject Librarian to ensure Library resources are planned for.		
Staffing resources identified	Yes/No/Not applicable	
Library resources identified	Yes/No/Not applicable	
Computing resources identified	Yes/No/Not applicable	
Laboratory/teaching space needs	Yes/No/Not applicable	
Study/field trips	Yes/No/Not applicable	
Other mandatory costs to be met by the University	Yes/No/Not applicable	
Relevant supporting documentation is attached	Yes/No/Not applicable	

9   Other University Consultation

Has consideration been given to other parties within the University who need to be consulted? For example, Standards and Enhancement Office regarding suitability of the changes; Timetabling team in relation to timetabling matters; Student Recruitment and Admissions team in relation to changes affecting prospective students within the admissions cycle.

Yes/No
Further information:

10 Are the modules delivered at partner organisations?   Yes/No/Not applicable

Please provide details of relevant programmes and consultation that has taken place with Off Campus Division

11 Comments from the external examiner(s)

EE/EA Comments provided/attached:	Yes/No/Not Applicable

12 Student Consultation

Please provide details of how students have been/will be consulted about:
a) *the proposed modification(s) including explanation regarding the reasons for the change;*
b) *the implications for the students and/or offer holders and/or applicants; and*
c) *the implementation plan including where appropriate the means by which applicants who have an offer of a place which will be impacted upon by the changes will be supported to make alternative arrangements should that be necessary.*

Please also provide details of how the agreement of existing students will be obtained if they are to be affected by the proposed change.

9   Equality and Diversity
   Does the modification have any implication for equal opportunities

Yes/No
Further information:

10 Any other relevant information
   Please provide/attach additional information as required.

Appendix 1

11 Decision of School/Division Board	Please tick selection
Approved (Category A)	
Approved and referred to SEO (Category B) or Programmes Committee (Category C)	
Deferred	
Not Approved	
12 Date approved by the School/Division Board	
13 Category B – Decision of USP	
Approved	
Deferred	
Not Approved	
14 University Standing Panel Comments	
15 Category C - Decision of Programmes Committee	
Approved	
Deferred	
Not Approved	
16 Programmes Committee Comments *eg details of approval process to be followed*	
17 Date of Decision by Programmes Committee	
18 Programme Approvals Panel Decision Date ……………………………………………………………………………………..	
19 Follow up action undertaken by Standards and Enhancement Office **Details** Name ……………………………………………………………………………….. Date ………………………………………………………………………………..	

Appendix 2

Glossary of abbreviations

CAF   Change Approval Form

CMDB   Course Marketing Database (which populates the course website)

SDM   Student Data Management

SEO   Standards and Enhancement Office

SITS   Student Record System

USP   University Standing Panel