Programme Amendment Policy

Scope
All taught programmes leading to an award of City, University of London.

Specific arrangements for validated provision are set out in the Validated and Institutional Partnerships Handbook.

Specific arrangements for amendments to partnership provision will be set out in the Memorandum of Agreement for the partnership.

Senate Regulations
15, 16, 17, 19

Date approved/re-approved
December 2010, for implementation from January 2011

Updated and re-approved March 2013, for immediate implementation

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required.

To be read in conjunction with
Quality Manual Section 3

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
**Programme Amendment Policy**

Programme amendments incorporate a variety of types of changes, ranging from editorial to major change.

Amendments will usually involve changes to programme and/or module specifications. Following approval, where required, programme teams should ensure that all relevant sources of information for students are updated.

City defines three different levels of programme amendment: editorial change, minor change, and major change. The requirement for the type of approval is set in line with the level of the amendment. Each level and its approval mechanisms are described below.

Due to the way in which modules are attached to programmes, a change to a module has the potential to impact on broader aspects of the programme (and other programmes which may share that module). Therefore, minor changes to modules are considered through the same approval process as a minor change to a programme.

**Editorial change**

Editorial changes are amendments that do not change the outcomes or nature of the module or programme. These do not require approval but should be noted by the relevant Programme Committee.

Examples of editorial changes are:

- Variation to the content of individual lectures, seminars or discipline-specific activity within a module that does not diverge from the overall approved specification;
- Updating of reading lists to include newer editions of existing entries, removal of reference to texts and resources which are out of date or no longer relevant, and additions of new texts and resources not currently included that relate to the existing aims and learning outcomes of the module;
- Updating the programme specification with changes to entry requirements agreed at University level;
- Amending typos;
- Updating ‘factual’ information (where, for example, a School or Department name changes).

**Minor change**

---

1 For a validated institution, editorial changes will be noted by the institution’s Board of Studies and the Course Board will be notified.
Minor changes are amendments that go beyond editorial change but do not amount to major change. These require approval from the School Programme Approval and Review Committee, which has delegated authority from Board of Studies².

Examples of minor changes are:
- Change to a module title;
- Changes to the credit value or credit level of a module where this affects up to one third of the total number of programme credits;
- Changes to the weighting of assessment items (e.g. from 50% coursework, 50% exam to 30% coursework, 70% exam) within a module;
- Changes to the syllabus which alter the programme learning outcomes;
- Changes to pre-requisites or co-requisites;
- Discontinuation of a module (whether permanent or temporary) and reinstatement of a module;
- Changes to learning outcomes of a module;
- Change to the weighting of modules or assessments in the overall degree mark;
- Changes to the module diet of a programme (e.g. changing a module from being core to elective, or adding new electives);
- Approval of a new module (which is then incorporated into a programme, therefore triggering an amendment to the module diet).

Where appropriate, minor changes can be considered and approved as part of Periodic Review.

**Major change**

Major changes are amendments that change the outcomes or nature of a large part of or an entire programme. These require approval from the University Programme Approval Committee³, following approval at School Programme Approval and Review Committees. This enables appropriate University oversight of, and dialogue with, Schools about educational direction and alignment with University Strategy.

Examples of major changes are:
- Significant change to the educational purpose of a programme which results in substantial change to the programme aims, learning outcomes, teaching and learning and/or assessment strategy as set out in the Programme Specification, e.g. addition of a mode of study, curriculum redesign, increase or decrease in the total number of credits for the programme;
- Changes which affect more than one third of the total number of credits of a programme.

Where major changes are proposed, particularly where they would have a significant effect on the type or nature of the degree that students will receive, active engagement with current

---
² For a validated institution, minor changes will be approved by the Course Board.
³ For a validated institution, major change will be approved by the Validated and Institutional Partnerships Committee following a recommendation from a Revalidation Panel.
students on the proposed changes should be undertaken in advance of an approval and
their comments used to inform the final proposal put forward for approval.

Any major changes to the programme of study must also be notified to prospective students
who have received an offer of a place but have yet to register, particularly where those
prospective students have accepted the offer.

Where appropriate, major change can be considered and approved as part of Periodic
Review.

Information to students

All programme teams should ensure that the standard University disclaimer on making
amendments to a programme is included in the Programme Handbook.

Management of Cumulative Change

The University monitors and takes oversight of cumulative change within its programmes of study
to ensure that the educational purpose and coherence remain appropriate. All approved changes
to programmes and modules are reported to Education and Student Committee.
Reports will be supported by a summary of changes since approval or most recent Periodic
Review. In addition, where Programme Approval and Review Committees have identified the
need for University-level approval, this will be noted in the report.

Proposals for minor change, considered by Programme Approval and Review Committees,
will include details of all amendments made since either the programme’s approval or its
most recent Periodic Review. This enables the Committee to take an overview of the level of
change within a programme.

An overview of amendments made between each Periodic Review will be included as part of
the Periodic Review documentation.

Student and Academic Services will maintain a record of all programme amendments in order provide the
information to Schools and Education and Student Committee to support consideration of amendments.
Where Programme Approval and Review Committees agrees that the volume of cumulative
change for a programme has been too great, a programme will be required to seek
reapproval through the usual processes. The Periodic Review process can be used for this
purpose if it is considered to be appropriate.