

Major and Minor Programme Amendments

Amendments to programmes are grouped into the following four categories each of which are dealt with in different ways. This policy has been written in accordance with the expectation and indicators outlined within Chapter B8 of the UK Quality Code for Higher Education on 'Programme monitoring and review' and Part A 'setting and maintaining academic standards'.

Editorial Amendments

These are amendments to modules and programmes that are necessary to bring them up-to-date but do not affect assessment; learning outcomes; mode of delivery; programme content or structure.

Examples of such amendments are:

- Updating indicative reading lists
- Minor changes to a module's syllabus that do not affect its learning outcomes

Such changes may be approved at departmental level without requirement for subsequent College level approval. Module specifications should be amended with tracked changes as necessary and submitted to the Quality Office for reuploading onto the Module Specification Repository.

Programme/Module Amendment Form

Minor or major amendments to programmes as described below must be outlined on the Programme/Module Amendment Form with identified supporting evidence and tracked change module and programme specifications appended to the submitted form.

It is important that students are kept informed of potential changes to their programmes of study. Departments should consider the impact of changes on current students and determine the appropriate means of discussing these with the student body. For example, current students should be consulted if a new core/compulsory modules is to be introduced for them to undertake. The Quality Office can provide guidance on proportionate methods of discussing amendments to programmes with students (see appendix one).

Changes to assessment which are to take effect in a given session must be planned well in advance in order that they can be approved, at the latest, by the summer Academic Board of the previous session.

Due to consumer law, major amendments to programmes and any amendments affecting programme specifications proposed outside of the annually published programme approval timelines will only be considered in exceptional circumstances. Applicants and offer holders to the affected programme will need to be written to, using a template form available from the Quality Office. The Admissions team will send the communication to applicants. Evidence of consultation with students, which includes meeting notes and a list of attendees should be appended to the Programme Amendment Form.

Minor Amendments

Examples of such changes are:

- Approval of a new module;
- Change to a module title;
- Changes to a module's learning outcomes
- Changes to the method of assessment of a module
- Changes to the credit value or level of a module
- Changes to pre-requisites or co-requisites or designating a module as core, compulsory or optional;
- Adding or removing option modules on a programme
- Change to a programme title (in those instances where this is for marketing purposes and is not a reflection of changes to the programme content or learning outcome – departments will need to gain the approval of the Chair of the Academic Development Committee and submit evidence of this approval with the programme amendment form)

Such changes will normally be approved by the action of the Chair of the Programme Scrutiny Sub-Committee

Cumulative Change

Programmes are revalidated every 5 years through Goldsmiths' Periodic Review Process. The Quality Office will monitor minor amendments to programmes and if cumulative changes to more than 25% of the programme are approved between validation events, this will be considered as a major amendment which will be dealt with following the relevant process outlined below.

Major Amendments

These are changes which involve significant or fundamental alterations to a programme's aims, learning outcomes, structure or assessment.

Typical examples of specific amendments that are regarded as major are:

- Changes which affect more than 25% of the total programme credits;
- Changes to the title of a programme (where this reflects changes to the programme content);
- Additions of a new programme pathway (if a significant proportion of the modules are different from existing pathways it may be decided to treat this as a new programme proposal as a guide this will normally be 33% or more)
- Changes to the way the programme is delivered, e.g. the introduction of a new delivery mode such as Flexible and Distributed Learning (FDL).
- The addition or withdrawal of a large number of optional modules at one time.

Proposed major amendments should be accompanied by the comments of the External Examiner (and by additional external comment if deemed necessary) and must be considered by the Programme Scrutiny Sub-Committee in the Autumn Term, in order to publish the definitively approved programme specification for the following academic year by 1st January;

Revalidation

If the Chair, in consultation with the Head of Quality, feels that the scope of proposed amendments to a programme are such that the Goldsmiths' requirements regarding the academic standards of the award, the quality and standards of the learning opportunities available to students, and the continuing validity and relevance of the programme might be affected, then this should be regarded as a new programme and the relevant Goldsmiths approval process should apply.

Policy Review

The process for minor and major amendments and associated templates are kept under constant review. Policies are reviewed in light of other internal or external factors, such as, changes to the internal committee structure or an amendment to the UK Quality Code for HE.

**Quality Office
June 2017**

Major and minor programme amendments that require student consultation

It is important that students are kept informed of potential changes to their programmes of study. Departments should consider the impact of changes on current students and determine the appropriate means of discussing these with the student body. The Quality Office can provide guidance on proportionate methods of discussing amendments to programmes with students and suggested timeframes. Below is an indicative list of amendments that should be discussed with students prior to the submission of programme amendment paperwork to the Quality Office. Evidence of student consultation (notes from Staff-Student Forums or student meetings) must be included with the amendment form.

Minor Amendments

Examples of such changes are:

- Changes to the method of assessment of a module
- Changes to the credit value or level of a module
- Changes to pre-requisites or co-requisites or designating a module as core, compulsory or optional;
- Adding or removing optional or compulsory modules on a programme
- Change to a programme title (in those instances where this is for marketing purposes and is not a reflection of changes to the programme content or learning outcome – departments will need to consult with the Planning Office beforehand)

Such changes will normally be approved by the action of the Chair of the Programme Scrutiny Sub-Committee.

Major Amendments

These are changes which involve significant or fundamental alterations to a programme's aims, learning outcomes, structure or assessment.

Students who would be affected by any proposed major amendment should be consulted. Feedback from existing students on programmes to be amended is welcomed, but not essential if the proposed amendment will not affect them.

Typical examples of specific amendments that are regarded as major are:

- Changes which affect more than 25% of the total programme credits;
- Changes to the title of a programme (where this reflects changes to the programme content);

- Additions of a new programme pathway (if a significant proportion of the modules are different from existing pathways it may be decided to treat this as a new programme proposal as a guide this will normally be 33% or more)
- Changes to the way the programme is delivered, e.g. the introduction of a new delivery mode such as Flexible and Distributed Learning (FDL).
- The addition or withdrawal of a large number of optional modules at one time.

Proposed major amendments should be accompanied by the comments of the External Examiner (and by additional external comment if deemed necessary) and must be considered by the Programme Scrutiny Sub-Committee;

Programme Withdrawal

Students on programmes which are recommended for closure must be consulted prior to the completion and submission of a programme withdrawal form. Withdrawal forms submitted without evidence of student consultation cannot be considered.

Programme amendments that do not require student consultation

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Examples of such amendments are:

- Updating indicative reading lists
- Minor changes to a module's syllabus that do not affect its learning outcomes

Such changes may be approved at departmental level without requirement for subsequent College level approval.

Minor Amendments

Examples of such changes are:

- Change to a module title;
- Changes to a module's learning outcomes

Such changes will normally be approved by the action of the Chair of the Programme Scrutiny Sub-Committee.