

Quality Manual: Managing the Academic Portfolio

This document covers the areas you will need to consider for managing the Academic Portfolio and when applying for a course change. It sets out the definition of approved course documentation and the process to follow for each type of change, and the requirements for consulting with students and/or informing applicants.

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1. DEFINITIVE COURSE DOCUMENTATION

1.1. The Definitive Course Documentation contains the following elements:

- i. Full Course Specification (Approved version and any approved variations as set out on the Curriculum Management System)
- ii. Module Specifications (Approved version and any approved variations as set out on the Curriculum Management System)
- iii. Relevant Approved supporting course documentation submitted to Professional, Statutory and Regulatory Bodies (PSRBs)

1.2. The following table sets out the detail of the different components of the definitive documentation:

Figure 1.1: Definitive Course Documentation

Where approved	Process for Making Changes	Post Change
Full Course Specification (NOTE: This will include details of the offerings of the course and specify any calendars for course delivery)		
University Course Approval Panel – As a documented Academic Item on CourseLoop (the Curriculum Management System)	Course Change process (see Section 2 below)	All changes will have a specific version assigned which will identify which cohorts the changes apply to.
Module Specification		
When set as part of course approval: University Course Approval Panel – As a documented Academic Item on CourseLoop (the Curriculum Management Tool) When modified: Course Changes and Micro-credentials panel	Course Change process (see Section 2 below) This process may also cover the creation of new modules where relevant	All changes will have a specific version assigned which will identify which cohorts the changes apply to.
Relevant Approved supporting course documentation submitted to Professional, Statutory and Regulatory Bodies (PSRBs)		
When set as part of course approval: University Course Approval Panel – As a documented attachments to the proposal on CourseLoop (the Curriculum Management System) – these must have been considered by the panel and cannot deviate from the CourseLoop submission or add additional requirements not documented through CourseLoop	Course Change process (see Section 2 below) AND including any PSRB authorisation stages	All changes will have a specific version assigned which will identify which cohorts the changes apply to.

2. COURSE CHANGE

- 2.1. An approved course is a form of contract between multiple stakeholders whereby a course has been approved to provide a particular academic experience appropriate to the subject, students, and sector's expectations including the OfS B Quality Conditions. The course team has undertaken responsibility to deliver and maintain these expectations.
- 2.2. Changes to a course may be necessary to keep a course appropriately up to date, to enhance the curriculum, to promote innovation or to further embed university learning and teaching strategy. It may be required to correct or make adjustments based on student evaluation, academic reflection or recommendations from an external stakeholder such as the External Examiner or Professional Statutory and Regulatory Body (PSRB),
- 2.3. The University's change procedures assure all parties that the changes are made in the best interests of the students and/or staff involved in the course, that the course remains a high quality experience, that it remains in line with sector expectations (academic, cultural, as well as regulatory and professional, where necessary) and that where a change may constitute a significant change to the student experience, that the appropriate measures to conform with Consumer Protection Expectations have been, or will be, put in place to protect the students' rights.
- 2.4. In line with the University's Academic Framework, changes to courses must:
 - i. ensure courses remain compliant with all external requirements, including PSRBs,
 - ii. capture all of the necessary information,
 - iii. ensure engagement (and, where relevant, formal support) from students
 - iv. consider external input as appropriate,
 - v. be approved by the appropriate University body, and cannot take effect until that approval is formally confirmed;
 - vi. align with the University's [Policy on Changes to Published Material Course Information](#)
 - vii. not apply to a module on which students are already studying, except in exceptional circumstances and where the procedure for such instances set out in the University's Change Policy is followed in full.

3. RESPONSIBILITY FOR COURSE CHANGES

- 3.1. Course Director: responsible for
 - using the course change process within continuous improvement cycle
 - careful consideration of the student experience and the obligations set out in the [Policy on Changes to Published Material Course Information](#).
 - following the prescribed procedures, providing accurate information through CourseLoop and adhering to deadlines.

3.2. Approval Body: normally the Course Change and Micro-credentials Panel and in the case of major changes the University Course Approval Panel) responsible for ensuring

- that changes will not constitute a risk to the student or institution,
- that all criteria for appropriate changes have been met and
- that changes are documented properly and stakeholders notified of outcomes in a timely fashion.

3.3. Quality Assurance and Enhancement Team: responsible for

- maintaining the course change policy,
- managing the University Course Approval Panel (for major changes) and the Course Change and Micro-credentials Panel (for minor changes),
- ensuring that change procedures have been followed and that the definitive course documentation is correct on Courseloop.

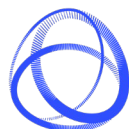
4. TYPES OF COURSE CHANGES

4.1. Course Changes fall into three categories –

- Routine Updating
- Minor Change
- Major Change

4.2. The following table sets out the characteristics of each type of change:

Routine Changes	Minor Changes	Major Changes
Annual updates which can be managed by the course team. These are not material changes and do not alter the architecture of the module.	Changes required to modules to ensure course remains current and fit for purpose and which impact the course record and may change the 'material information'. Require a minor change proposal on Courseloop, consultation, updated Module Academic Item, and approval by the Course Change and Micro-credentials Panel .	Significant changes to a course which have notable impact on previously published material information, resources, key course architecture or delivery. Requires a Major Change Proposal on Courseloop, consultation, updated Course Academic Item, School sign off and normally approval from the University Course Approval Panel.
Should be recorded accurately on appropriate media (eg, CourseLoop, Talis, etc) and should normally be in place prior to the commencement of the academic year.	Proposals must align with published schedules for course changes and normally be signed off no later than 9 months before the start of the academic year.	Major Change Proposals must align with published schedules for course changes and normally be signed off no later than 9 months before the start of the academic year. Where the proposed change is within one or two years of the expected periodic review date, consideration should be given to bringing the periodic review forward.



• Resource lists (e.g., reading lists/journals) • Overview of teaching, learning and assessment strategies • Indicative Module Content • Staff details • Learning methods	• Module title change • Change of module aims/learning outcomes • Significant change to module synopsis for PSRB courses. • Optional Module change (add or remove optional module) or changes to Common modules. • Assessment task e.g., essay to exam, weighting, length/duration, alternative assessment task • Change of semester/trimester	• New or changed mode of study or course delivery • Introduction of delivery at an additional campus • Academic calendar or additional/revised entry point(s) • Additional cohorts or significantly increased student numbers • Course Title • Course aims and/or intended learning outcomes • Addition or removal of a core module • Introduction of a new route • Addition of a Foundation Year or a Year Abroad • Introduction of a placement component where UKVI students will access the placement or the placement sits outside of the existing credits and is a required component. • Course duration (including extending or reducing the course length outside of a standard academic year) • Changes to research stage of research degrees (level 8 and level 7)
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4.3. The approval procedures vary depending on the type of change.

4.4 ROUTINE CHANGES

4.4.1 Routine Changes are those made to areas of the course and student handbooks which are not considered to be 'material information,' and do not alter the architecture of the module. These changes are considered to be good course and module housekeeping and are typically annual components of preparations for the start of the new academic year.

4.4.2 These must be approved by the Course Director, including other Course Directors where the relevant module is shared with other courses.

4.4.3 If the change will impact a reading list the Library Team should be consulted before any change is made.

4.4.4 All Routine changes should be in place before student course or module handbooks are published.

4.5 MINOR CHANGES

4.5.1 Minor changes are those minor adjustments to modules required to ensure a course remains current and fit for purpose which also change the course record and/or 'material' information of a course or the information recorded on the student records system.

4.5.2 The Minor Change must meet the published criteria for approval of a Minor Change.

4.5.3 The Documentation and procedures for a Minor Change are detailed in the published guidance and will normally include:

- A Change Proposal created on CourseLoop
- The Course/Module Academic Items updated on CourseLoop
- Evidence of External Examiner Feedback
- Evidence of Student Consultation (where required)

4.5.4 The Minor Change will have to have the support of:

- Course Director
- Course Directors for any courses impacted
- Franchise Partner (where relevant)
- Head of Subject
- Associate Dean of Education

4.5.5 Minor Changes must be scrutinised and approved by the Course Changes and Micro-credentials Panel.

4.5.6 Minor Changes must adhere to any published schedules for course changes (normally approved and in place no later than nine months before the start of the academic year the change will apply to).

4.6 MAJOR CHANGES

4.6.1 Major changes are significant changes to a course which typically have notable impact on resources, change the learning outcomes or introduce a new pathway.

4.6.2 The implications of a Major Course Change, normally requires substantial documentation and consultation and so should be undertaken early and with careful planning and should be undertaken in accordance with the agreed Timelines for Course Approval.

4.6.3 Major Changes are normally only available up until the last two years of the course life-cycle. If the course is within two years of the deadline for a periodic review, then consideration should be given to bringing the periodic review forward instead.

4.6.4 Major Changes for a collaborative partner will need to be considered through the Collaborative Partnership Procedures to ensure all additional requirements have been met (please see the Quality Manual Chapter on Collaborative Provision).

4.6.6 The Documentation and procedures for a Major Change are detailed in the published guidance and for direct delivered courses will normally include:

- Change Proposal on Courseloop
- Updated Course and Module Academic Items on Courseloop
- Evidence of External Examiner Feedback (where required)
- Evidence of Student Consultation (where required)

4.6.5 The Documentation required for a Major Change related to courses delivered by a collaborative partner will involve not only the above but additional requirements (please see the Quality Manual Chapter on Collaborative Provision).



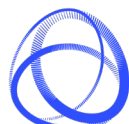
4.6.5 The Major Change must have the support of:

- Course Director
- Course Directors for any courses impacted
- Franchise Partner (where relevant)
- Head of Subject
- Associate Dean of Education

4.6.6 Major Changes must be scrutinised and recommended for approval by the School. Some changes will require in-principle approval by Academic Portfolio Committee before progressing where they impact the University Portfolio.

4.6.7 Most changes must be approved by the University Course Approval Panel. Changes which do not alter the curriculum (eg, changes only to course duration, calendar or title) do not require approval by the University Course Approval Panel.

4.6.8 Major Changes must adhere to any published schedules for course changes (normally approved and in place no later than nine months before the start of the academic year the change will apply to).



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