

Quality Manual: Making Changes to Courses

This document covers the areas you will need to consider when applying for a course change. It sets out 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. INTRODUCTION TO COURSE CHANGE

- 1.1. A validated 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 and the course team has undertaken responsibility to deliver and maintain these expectations.
- 1.2. 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)
- 1.3. 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 the Competition and Markets Authority (CMA) have been, or will be, put in place to protect the students' rights.
- 1.4. 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 (e.g. SITS requirements, cross Faculty modules etc),
 - 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.

2. RESPONSIBILITY FOR COURSE CHANGES

- 2.1. Course Director: responsible for using the course change process within continuous improvement cycle with careful consideration of the student experience and the obligations set out in the [Policy on Changes to Published Material Course Information](#). Responsible for following the prescribed procedures, providing accurate information and adhering to deadlines.
- 2.2. Approval Body: (normally either the Faculty Quality Committee or Faculty Portfolio Planning Executive and in the case of major changes the University Standing 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 submitted to the central bodies in a timely fashion.

- 2.3. Quality and Standards Office: responsible for the course change policy, managing the University Standing Approval Panel (for major changes), ensuring that change procedures have been followed and that the definitive course documentation record is updated.

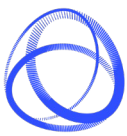
3. TYPES OF COURSE CHANGES

- 3.1. Course Changes fall into three categories –

- a. Routine Updating
- b. Major Change
- c. Minor Change

- 3.2. 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 form, consultation, updated documentation, and approval by the Faculty Quality Committee.	Significant changes to a course which have notable impact on previously published material information, resources, key course architecture or delivery. Requires a Major Change Coversheet, consultation, updated documentation, Faculty sign off and normally approval from the Standing Approval Panel.
Should be in place before course and module handbooks are published.	Proposals must align with published schedules for course changes and normally be signed off no later than 6 months before the start of the academic year.	This process can only be used if the course reapproval deadline is more than 2 years away. (Within the last 2 years of a reapproval period, periodic course review is required). Major Change Proposals must align with published schedules for course changes and normally be signed off no later than 6 months before the start of the academic year.
Any changes to the Module not captured in Part 1 of the Module Specification for example:	<ul style="list-style-type: none"> • Module title change • Change of module aims/learning outcomes 	<ul style="list-style-type: none"> • New or changed mode of study or course delivery • Introduction of delivery at an additional campus



<ul style="list-style-type: none"> • Resource lists (e.g., reading lists/journals) • Overview of teaching, learning and assessment strategies e.g., essay questions and deadlines. • Indicative Module Content • Staff details <p>Annual updates to course information in documents such as Student Handbooks:</p> <ul style="list-style-type: none"> • Staff details • Timetabling (except changing semester/trimester) 	<ul style="list-style-type: none"> • Significant change to module synopsis for PSRB courses. • Optional Module change (add or remove optional module) or changes to interchangeable modules. • Assessment task e.g., essay to exam, weighting, length/duration, alternative assessment task • Change of semester/trimester • Change to Level 4 modules that affects the combinations used with combined honours course. 	<ul style="list-style-type: none"> • Academic calendar or additional/revised entry point • 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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3.3. The approval procedures vary depending on the type of change.

4. ROUTINE CHANGES

- 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.
- 4.2. These must be approved by the Course Director, including other Course Directors where the relevant module is shared with other courses.
- 4.3. If the change will impact a reading list the Library Team should be consulted before any change is made.
- 4.4. All Routine changes should be in place before student course or module handbooks are published.

5. MINOR CHANGES

- 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.
- 5.2. Because of the implications of a Minor Course Change, the process requires a range of documentation and consultation and so should be planned well in advance.
- 5.3. The Minor Change must meet the published criteria for approval of a Minor Change.
- 5.4. The Documentation and procedures for a Minor Change are detailed in the published guidance and will normally include:
 - Minor Course Change Cover Sheet
 - Course Change Log
 - Updated Module Specification (with track changes)
 - Updated Course Document with track changes (where relevant)
 - Evidence of External Examiner Feedback
 - Evidence of Student Consultation (where required)
- 5.5. The Minor Change will have to have the support of:
 - Course Director
 - Course Directors for any courses impacted
 - Franchise Partner (where relevant)
 - Board of Studies Chair /Head of School
- 5.6. Minor Changes must be scrutinised and approved by the Faculty Quality Committee (this may be managed by a sub-panel of the Faculty Quality Committee).
- 5.7. Minor Changes must adhere to any published schedules for course changes (normally approved and in place no later than 6 months before the start of the academic year the change will apply to).

6. MAJOR CHANGES

- 6.1. Major changes are significant changes to a course which typically have notable impact on financial resources, change the learning outcomes or introduce a new pathway.
- 6.2. Because of the implications of a Major Course Change, the process normally requires substantial documentation and consultation and so should be undertaken early and with careful planning.
- 6.3. Major Changes are only available up until the last two years of the course life-cycle. If the course is within two years of the deadline for Reapproval the periodic review process will be required instead.
- 6.4. The Documentation and procedures for a Minor Change are detailed in the published guidance and will normally include:
 - Major Change Coversheet
 - PPP1
 - PPP2 (only for specific changes)
 - Updated Course Specification (with track changes)
 - Course Change Log
 - Evidence of External Examiner Feedback (where required)

- Evidence of Student Consultation (where required)

6.5. The Major Change must have the support of:

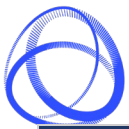
- Course Director
- Course Directors for any courses impacted
- Franchise Partner (where relevant)
- Board of Study Chair
- Head of School

6.6. The Major Change coversheet sets out a table of the types of major changes and the approval documentation and route.

6.7. Major Changes must be scrutinised and recommended for approval in the Faculty by Faculty Portfolio Planning Executive and where appropriate the Faculty Review Panel. Some changes will require in-principle approval by Academic Strategy Committee before progressing where they impact the University Portfolio. The Major Change coversheet specifies the required steps.

6.8. Most changes must be approved by the Standing Approval Panel and where appropriate sign-off by Academic Board. Changes which do not alter the curriculum (eg, changes only to course duration, calendar or title) do not require approval by the Standing Approval Panel.

6.9. Major Changes must adhere to any published schedules for course changes (normally approved and in place no later than 6 months before the start of the academic year the change will apply to).



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