

## Table indicating approaches taken to approve changes to provision

The University takes a risk-based approach with regard to approving changes to modules and/or courses. The majority of changes to be made to existing provision can be approved through the Institute Approval arrangements (see paragraph 45 of the [Course Planning and Approval Process](#)), with the degree of external input varying according to the types of changes that may occur.

A	B	C	D	E	F
Type of amendment proposed					
Changes resulting from annual updating to ensure currency (eg. to reading lists or content)	Alterations to the rationale for the module	The addition of up to 2 new or shared modules equivalents	The addition of 3 or 4 new or shared modules equivalents	The addition of 5 or 6 new or shared modules equivalents	Changes to provision beyond E.
	Changing the learning outcomes of a module	Changing the mode of attendance/delivery and changing the length of a course	The updating of several aspects of a course normally covered by B	A combination of changes covered by B and C	Changes to provision beyond E and including high risk changes (eg. combination of collaborative delivery, distance learning, multi-site delivery)***
	Change to assessment within an individual module	Changing the assessment balance of the course, including additions or deletions of examinations			
	Alteration to pre-requisites which do not affect the overall rationale for progression	Changing the course title, or approving a new award descriptor making use of previously approved modules.*			
	Change of title of module	Changing admission requirements			
	The addition of one new shared module as an option (in approval from another course)	Changes to pathway requirements			

A	B	C	D	E	F
<b>Type of amendment proposed</b>					
		Changing the level of a module within a scheme			
		Minor changes to provision at a partner organisation, including for eg. addition of modules.**			
<b>Requirements for Approval (by Institute Quality Committee unless otherwise stated)</b>					
A	B	C	D	E	F
No formal IQC process	<p><u>Amendments to Approved Modules form</u> to be completed and passed to IQC Secretary (and AQU Officer for information)</p> <p>No external requirement</p> <p>Rep from a different Institute <i>not</i> required</p>	<p><u>Minor Modifications to Courses form</u> to be completed and passed to IQC Secretary (and AQU Officer for information)</p> <p>Comments from External Examiner by correspondence</p> <p>Rep from a different Institute required</p> <p>*Also requires approval by APC</p> <p>**As above, with the inclusion of report from ILS on resource availability for students.</p>	<p><u>Minor Modifications to Courses form</u> to be completed and passed to IQC Secretary (and AQU Officer for information)</p> <p>2 external advisers by correspondence, (1 may be the External Examiner)</p> <p>Rep from a different Institute required</p>	<p><u>Minor Modifications to Courses form</u> to be completed and passed to IQC Secretary (and AQU Officer for information)</p> <p>2 external advisers in attendance (not the External Examiner)</p> <p>Rep from a different Institute required</p>	<p>Discuss with AQU.</p> <p>Normally will result in full Course Planning and Approval Process. (<u>Intention to Approve form</u> to be completed).</p> <p>***Discuss with AQU. Full Course Planning and Approval Process will apply (<u>Intention to Approve form</u> to be completed).</p> <p>Chair of ASQEC must also sign off final course documentation prior to approval by Audit and Review Committee</p>

## Notes

- Each course will normally only be considered for one Institute Approval per year.
- A combination of alterations will push the mechanism into the next category.
- Each level of module will be treated the same.
- All external advisers must be proposed by the team leader on the Intention to Approve form, and approved by the Chair of ASQEC.
- For the purposes of deciding level of process, proposals to share a module currently approved for another course are counted as the equivalent of half a new module, and must be formally approved by the Institute.

The Institute must satisfy itself that proposals to alter a module(s), to share modules, or to approve additional modules, are appropriate and would not alter the structure, aims, outcomes or rationale of the course as a whole. Where such concerns arise, these should be discussed with AQU with a view as to whether the full Course Planning and Approval Process is required.

Institutes must also ensure that the team have gained approval from other courses which share the module(s) for any amendments.

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Hyperlinks to forms added: August 2011 TN