

Modifications

Procedure for Making Modifications to Programmes and Modules

Responsible Office	Academic Governance and Policy
Responsible Officer	Head of Academic Governance and Policy
Approving Authority	Academic Board
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Related Procedures	N/A
Related University Policies	N/A
Amended (if applicable)	
Supersedes	Modifications Handbook
Next Review Date	January 2025

Introduction

The University is committed to regularly reviewing and enhancing its programmes of study, to ensure that curriculum content remains up to date and that feedback from students, staff and external examiners is responded to. The Programme Review process forms a point of reflection for academic staff to consider curriculum modifications, informed by key datasets for student achievement, satisfaction and graduate outcomes. Curriculum development and enhancement is also informed by the development of wider University level strategies; and the Modifications process facilitates the implementation of these initiatives.

The Modifications process has been designed to ensure that the University meets its obligations under the Office for Students 'B Conditions' and the CMA Guidance for HEIs in respect of consumer legislation. This regulatory context requires the University to:

- Ensure that its programmes are well designed, provide a high quality academic experience and ensure student achievement is reliably assessed (Condition B1).
- Deliver successful outcomes for students (Condition B3).
- Ensure qualifications hold their value over time in line with sector recognised standards, and meet the academic standards as described in the Framework for Higher Education Qualifications (Conditions B4 and B5).
- Have due regard to the guidance about how to comply with consumer legislation (Condition C1). This includes the provision of 'material information' to prospective students and the requirement to ensure terms and conditions for how programmes may be changed are fair and reasonable under the law. This is to ensure that students receive what they expected, that changes are unlikely to impact them negatively, and that they are kept informed.

The principles that underpin the design and operation of the Modifications process are as follows:

- **Proportionality:** The amount of scrutiny and feedback, as well as formal approval points and the timing of submission rounds is aligned with the level of risk and significance of Modification proposed. The timeframes for approval and implementation have been developed to align with admissions and recruitment, timetabling, academic committees; and the annual programme review timeframes. This creates a 'joined up' approach for the development and implementation of programme changes across teams and services.
- **Listening to Students:** Student engagement is at the heart of the Modifications process. Feedback from students often drives initial Modification proposals, and the Modification process also includes consultation with students about curriculum change to ensure all student comments are considered. Where change is more substantial and impacts students' rights as consumers, student consent is required. Communication of approvals to current and prospective students are provided locally from Schools and from a central curriculum bulletin.
- **Engaging Academic Staff:** Early expert advice is provided to academic staff by Academic Governance and Policy, tailored to each Modification proposal's objectives. This early advice ensures that logistical, compliance and regulatory considerations are shared and discussed **before** proposals are submitted.
- **Data Driven and Enabling Enhancement:** The Annual Programme Review process

has been developed to feed into the Modification rounds, ensuring that Modifications are proposed as a result of a holistic consideration of key datasets, enhancement plans and student feedback. An annual report of the Modification process outcomes is considered by the Curriculum Committee, to consider key themes and trends in curriculum development.

Procedure

A. Advice and Consultation

Task	Procedure
A1. Deadlines Circulated	Academic Governance and Policy circulate timelines and process reminders to Subject/Programme Leaders/Module Coordinator for the modifications process.
A2. Seek Early Advice	Subject/Programme Leader or Module Coordinator seek early advice from Academic Governance and Policy where required, including on timeframes for submission, approval and implementation, consultation and communication requirements, compliance with internal and external academic policies and frameworks and alignment with guidance on consumer legislation.
A3. Check Consultation and Timing Requirements	<p>It is the responsibility of the Subject/Programme Leader or Module Coordinator to check consultation and timing requirements (see Appendix 1), and seek advice from Academic Governance and Policy.</p> <p>The timeframe for approval, as well as the consultation and consent requirements for modifications vary depending on the likely impact on students of the proposed change.</p>

Modifications fall into two categories:

1) **Programme Modifications:**

What: These include any changes that affect provision at the level of the programme (for example, adding and removing modules; changing the location, duration or timing of programme or module delivery; amending award titles, redesigning programmes and revising intended learning outcomes and aims). A collection of module level changes may also constitute a programme level change.

How: In most instances, current students need to be consulted and about these changes; or you are likely to teach out old arrangements and introduce changes for new cohorts. In some instances, student consent needs to be sought. Applicants holding offers should be informed about programme changes. Curriculum Committee is required to approve programme re-designs or modifications that require student consent.

When: Programme level modifications should be submitted during the October round of modifications. This ensures that the

significance of the changes are planned for as part of timetabling and recruitment and admissions cycles.

Appendix 1 provides the detail of what a programme modification is, who to consult, when to submit, and which committee approves.

2) **Module Modifications:**

What: These include most other changes at the level of individual modules (for example, changing the aims, syllabus and learning outcomes of the module or redesigning the assessment strategy and weighting). Some module changes are more significant (for example, changing levels or credits constitutes a new module, and adding additional costs or removing field trips or placement require student consent). Other module changes have little impact and require no approval (e.g changing learning resources, making minor clarifications to wording and changing the module co-ordinator).

How: Some module changes require student consultation, and all require students to be kept informed. Except where student consent is required, module modifications are approved at SQMC level.

When: Module modifications can be submitted during the October or January round of modifications. This provides flexibility to make changes following the complete of programme review at module level; ensure module content and assessment is correct for students to choose their modules as part of the timetabling process, and support timely publication of complete DPDs for current students for the following academic year.

Appendix 1 provides the detail of what a module modification is, who to consult, when to submit, and which committee approves.

A4. Undertake Consultation/ Consent if Required

If the proposed modifications require consultation this should be conducted as follows:

- 1) **Student Consultation:** Subject/Programme Leader or Module Coordinator to contact current students on the Minerva Course Page, setting out a summary of the proposed changes, including a short rationale. Students should be instructed to send comments to the student Course Representative ([LINK HERE](#) to course reps) to collate. Course Representatives may also choose to collect feedback by Google Form or in person group-discussion.

Course Representatives provide a summary of student feedback to the Subject/Programme Leader or Module Coordinator; who then provides a verbal or written response (if required) for the Course Representative to communicate to the students. A summary of student feedback should be included in the Proposal Submission.

- 2) **Student Consent:** If the proposed modification requires students to provide their consent, the Subject/Programme Leader or Module Coordinator should seek advice from Academic Governance and

Policy; and use the standard wording in the Guide to Communication with Students about Modifications when seeking student consent. Admissions will inform students who are holding offers. Appendix 1 outlines examples of when consent is required.

Student consent is sought by contacting students using the Minerva Course Page, setting out a summary of the proposed changes, including a short rationale and tracked change programme/module descriptors. Current students are instructed to complete a Google Form confirming their acceptance of the change.

Academic Governance and Policy to provide advice where students do not respond/engage, or do not agree to the change.

- 3) **External Examiner Consultation:** Subject/Programme Leader or Module Coordinator to contact relevant external examiner, setting out the proposed changes, including a short rationale and attaching tracked change module/programme descriptors.

External examiner is asked to respond with any comments. A summary of external examiner feedback should be included in the Proposal Submission.

B. Submission and Feedback

B1. Modification Submission Form Subject/Programme Leader or Module Coordinator to complete Google Forms Modification Submission Form, including a summary of the proposed changes, a rationale for their introduction, and the outcomes of consultations with external examiners and students if required.

Module leaders confirm in the declaration on Modification Submission Form that they have the agreement of the Subject Leader or equivalent to submit the Proposal Submission.

Subject/Module Leaders to request Word versions of module/programme descriptors from School Operations Managers.

Tracked change module and programme descriptors to be uploaded by Subject/Programme Leader or Module Coordinator with the Modification Submission Form.

B2. Stakeholder Comments Academic Governance and Policy, and Student and Registry Services monitor Modification Submission Forms and provide any additional comments or a summary of early advice on the Modification Submission Spreadsheet.

Portfolio and Planning close the submissions for new proposals. Portfolio and Planning to provide access to the submissions and inform School Operations Managers, PVC for Student Experience, Careers and Employability, Library and Learning Services and Immigration Compliance and Advice that they are able (but not required) to comment by the deadline.

Academic Governance and Policy to notify additional stakeholders by exception (e.g for a new module) where specific comment or feedback is needed on a proposal.

Academic Governance and Policy and Portfolio and Planning to liaise on modifications that amount to programme re-design.

If modifications are Editorial, AGP confirms to the School Operations Team that DPDs can be updated.

**B3.
Subject/Module
Leader
Response or
Amendment**

Subject/Module Leads to then provide any further comments and clarification, or update their submission on the Modification Submission Spreadsheet.

C. Approval

**C1. SQMC
Preparation**

Portfolio and Planning to extract Modification Submission Spreadsheet into School level PDF reports that include stakeholder comments and responses.

School Operations Teams to include School Modification Submission Spreadsheet within SQMC paperwork.

Academic Governance and Policy to brief Heads of Schools on notable Modification Submissions in advance of the SQMC. Heads of Schools to invite Subject Leaders to SQMC if necessary.

**C2. SQMC
Approval**

SQMC meets to consider Modification Submissions, including consideration of how any feedback has been addressed.

SQMC makes a recommendation for approval to the Curriculum Committee for any programme re-designs or modifications that require student consent. All other modifications can be approved/rejected by the SQMC and reported to Curriculum Committee.

School Operation Teams update the Modification Submission Spreadsheet to show SQMC approval/recommendation.

**C3. Curriculum
Committee
Approval/Oversight**

Portfolio and Planning to export Modification Submission Spreadsheet into University level PDF report that includes stakeholder comments and responses. Modification Submission Spreadsheet is submitted to Curriculum Committee.

Portfolio and Planning submit a joint report with Academic Governance and Policy on the overall themes and trends from the Modifications cycle, along with any consumer legislation/compliance risks identified.

Curriculum Committee approves programme re-designs, proposals

requiring student consent, and proposals that require exemptions or exclusions from academic frameworks and policies.

D. Documentation and Communication

D1. Documentation Updating

School Operations Team to update working DPD space on Sulis, download updated DPDs from Sulis working space into Google Drive, create Full PDF versions.

Academic Governance and Policy to create Web DPDs from Full PDF DPDs.

D2. Documentation Updating/Publishing

School Operations Team, Academic Governance and Policy to update, download, publish and archive DPDs in accordance with the DPD Management Protocol.

External Affairs Unit to publish Web DPDs on course pages.

D3. Communication to Current Students and Staff

Academic Governance and Policy to circulate Modifications Bulletin to staff and students (as part of central news email).

Subject/Programme Leader or Module Coordinator to additionally inform students of the approved changes using the Minerva Course Page.

D4. Communication to Prospective Students

AGP to meet with Admissions to discuss which Modifications require applicant notification or consent.

Admissions to communicate with Subject/Programme Leaders to agree wording to affected applications; using the Guide to Communication with Students about Modifications.

Communication to prospective students will include a summary of the proposed changes, including a short rationale and link to the updated Web DPD.

Admissions to communicate with prospective students where this is required.

Academic Governance and Policy to provide advice where prospective students do not respond/engage; or do not agree to the change.

Appendix 1: Guide to the Types of Modification

These grids show the different kinds of module and programme modifications and include guidance for undertaking student consultation and in some cases, seeking consent. It also includes information about the final approval from SQMCs and the Curriculum Committee.

Modifications can often involve a combination of changes within a single module or across a collection of modules or programmes and so these don't always fall neatly into one category or another. **Before submitting your modification proposal, please seek advice from Academic Governance and Policy (academicpolicy@bathspa.ac.uk)**, who can guide you in respect of consultation, consent and approval requirements. This helps the University ensure it complies with the right guidance in respect of consumer legislation; and support you to keep your students informed and involved in changes to their programmes.

Programme Modifications					
Programme Changes should be submitted for approval during the October round of modifications . This is to ensure the timely release of information to applicants and offer holders in the recruitment cycle, minimising the amount of material changes occurring after offers have been accepted. This timing also ensures that current student timetables can be produced to schedule.	Who needs to be consulted, informed or consent sought?			Where is Approval Required?	
	Current Students (if the change affects, impacts or applies to them at any point in their studies)	Prospective Students (if the change affects, impacts or applies to them at any point in their future studies)	External Examiner	SQMC Approval	Curriculum Committee Approval
Introduction and removal of existing Optional Module	Consult with current students	Inform applicants holding and accepted offers	Consult	✓	✓
Introduction and removal of Core/Required Modules	Consult with current students	Inform applicants holding and accepted offers; offer right to withdraw or support to transfer elsewhere	Consult	✓	✓
Removal or change to the routes/duration/modes (including fully online**, blended, part time)	Most changes of this nature would be taught out for current students and therefore consultation is not required. If changes affect current students, consult and seek their consent; unless other contractual obligations apply (e.g legislative requirements)	Inform applicants holding and accepted offers; offer right to withdraw or support to transfer elsewhere	n/a	✓	✓
Changes to teaching institution and/or campus location	Changes to location cannot be submitted through the Modifications Process – please contact Academic Governance and Policy for advice.		n/a	✓	✓

Changes to award title	n/a (teach out current students)	Inform applicants holding and accepted offers; offer right to withdraw or support to transfer elsewhere	n/a	✓	✓
Removal of or Changes to Work Experience or Placement Provision	n/a - teach out current students in most instances. If changes affect current students, consult and seek their consent; unless other contractual obligations apply (e.g legislative requirements)	Inform applicants holding and accepted offers; offer right to withdraw or support to transfer elsewhere	n/a	✓	✓
Programme re-design	n/a - teach out current students in most instances. If changes affect current students, consult and seek their consent; unless other contractual obligations apply (e.g legislative requirements)	Inform applicants holding and accepted offers; offer right to withdraw or support to transfer elsewhere	Consult	✓	✓
Introduction of, changes to the requirements for or removal of accreditation status from a PSRB*	n/a - teach out current students in most instances. If changes affect current students, consult and seek their consent; unless other contractual obligations apply (e.g legislative requirements)	Inform applicants holding and accepted offers; offer right to withdraw or support to transfer elsewhere	Consult	✓	✓
Excluded Combinations/Pre-requisites and co-requisites	n/a - teach out current students in most instances. The introduction of pre-requisites will require an exemption request to be submitted.	n/a	Consult	✓	n/a
Changes to a module semester/trimester of delivery	Inform current students	n/a	n/a	✓	n/a
Additional routes/durations/modes offered (including fully online**, blended, part time)			n/a	✓	✓
Changes to Programme Aims and/or Programme ILOs	Beyond typographical amendments or clarifications; changes to programme aims and/or ILOs constitute a programme redesign. Please seek advice from Academic Governance and Policy				

*Please contact Academic Governance and Policy if you are making or are aware of any changes to the accreditation status of programmes; or if modifications to modules and programme impact the accreditation status of programmes.

** Please note that international students cannot be sponsored for a UK visa if they are on a fully online programme.

Module Modifications		
Module Changes should be submitted during <u>either the October or January round.</u> However, if you're planning or	Who needs to be consulted, informed or consent sought?	Where is Approval Required?

aware of <u>multiple module changes</u> within a programme, please contact Academic Governance and Policy for advice (academicpolicy@bathspa.ac.uk) as these may require an October submission and/or constitute a programme level change.	Current Students (if the change affects, impacts or applies to them at any point in their studies)	Prospective Students (if the change affects, impacts or applies to them at any point in their future studies)	External Examiner	SQMC Approval	Curriculum Committee Approval
Changes to the brief aims and description of module	Consult with current students	n/a	Consult	✓	n/a
Outline syllabus				✓	n/a
Teaching and Learning Activities				✓	n/a
Module intended learning outcomes				✓	n/a
Assessment tasks and weighting				✓	n/a
Changes in contact time	Consult with current students	Inform applicants holding and accepted offers; offer right to withdraw or support to transfer elsewhere	Consult	✓	n/a
Introduction of Additional Costs (inc compulsory field trip/equipment incurring cost)	n/a - teach out current students in most instances. If changes affect current students, consult and seek their consent; unless other contractual obligations apply (e.g legislative requirements)	Inform applicants holding and accepted offers; offer right to withdraw or support to transfer elsewhere	n/a	✓	✓
Removal of or Changes to Field Trip or Placement Provision	n/a - teach out current students in most instances. If changes affect current students, consult and seek their consent; unless other contractual obligations apply (e.g legislative requirements)	Inform applicants holding and accepted offers; offer right to withdraw or support to transfer elsewhere	n/a	✓	✓
Excluded Combinations/Pre-requisites and co-requisites	(Programme level change as it relates to more than one module and impacts awarding frameworks – see above)				
Changes to Level or Credits	Treated as a New Module				
Module Title	A change to a module title change isn't normally permitted; unless for exceptional reasons. If a title change is accompanied by content/curriculum changes then it should be submitted as a new module. Otherwise, please contact				

	Academic Governance and Policy for advice.
Module co-ordinator	<p>These are 'Editorial' changes and don't require any approval by a committee or student consultation, but do need to be submitted centrally through the Modifications Submission Form and checked by Academic Governance and Policy who will notify the School Operations Team to update DPDs if required.</p> <p>Any changes to learning resources need to be approved by the Library and Learning Services team (and/or the Head of Technical Services if required). These do not need to be additionally submitted as a Modification as resource lists are now maintained in Talis.</p>
Module learning resources	
Module preparatory work	
Typographical amendments and minor clarifications to wording.	

Appendix 2: Roles and Responsibilities

Academic Governance and Policy

1. Work with Portfolio and Planning to set the timeline for the modification cycle. Communicate this to academic staff, and remind them of the deadlines and encourage staff to seek early advice from Academic Governance and Policy about their proposals before preparing their submissions.
2. Provide supportive and helpful communication to academic staff to guide them how to submit their modifications, when these might be approved and implemented, and how to undertake consultation with students and external examiners.
3. Provide constructive feedback on proposed modifications in respect of:
 - Due regard to compliance with consumer legislation where modifications relate to material information.
 - Adherence to internal policy and academic frameworks.
 - Alignment with external academic standards frameworks.
4. Provide advice to staff on the implementation of and communication for modification proposals that require consent from students.
5. Identify and notify additional stakeholders to comment on modifications if required.
6. Provide advice and guidance to staff in conjunction with Portfolio and Planning where proposals constitute a programme re-design.
7. Brief Head of School on notable Modification Submissions in advance of the School Quality Management Committee.
8. Contribute to an overview report for Curriculum Committee prepared by Portfolio and Planning, identifying trends in curriculum development along with any consumer legislation/compliance risks identified.
9. Confirm to School Operations Team where modifications are Editorial and can be updated without further approval.
10. Download updated DPDs from Sulis working space and share Web DPDs with webteam, and upload Full PDF DPDs to Sulis.

11. Circulate central Modification Bulletin to staff and students confirming approved Modifications.

Student and Registry Services

1. Provide supportive and constructive feedback to academic staff on submitted modifications in respect of:
 - The implementation of changes for timetabling and student records and assessment process management
 - Implication and possible solutions for students on study breaks, part time modes, deferral or referral
2. Implement approved changes to programmes and modules in respect of timetabling, students records and assessment.
3. Ensure that any amendments made to the delivery of teaching and assessment reflect the information in the Modifications Bulletin and/or the published DPD; and seek clarity from Academic Governance and Policy where needed.
4. Use updated DPDs to inform the creation of Module Guides as part of Timetabling.

Portfolio and Planning

1. Support the administration of the modifications process including:
 - Setting up the Google Form and integrated guidance.
 - Set up access rights for all stakeholders and staff submitting proposals
 - Maintain effective file storage of Modification Submissions to support SQMC administration
2. Provide advice and guidance to staff in conjunction with Academic Governance and Policy where proposals constitute a programme re-design.
3. Prepare extracts of the Modifications Submission Form for SQMCs and the Curriculum Committee.
4. Prepare an overview report for Curriculum Committee in consultation with Academic Governance and Policy, identifying trends in curriculum development along with any consumer legislation/compliance risks identified.

School Operations Teams

1. Provide Word versions of module/programme descriptors to Subject/Module Leaders.
2. Have access to, and comment by exception on, proposals within the Modification Submission Spreadsheet.
3. Update Editorial amendments to DPDs once notified by Academic Governance and Policy.
4. Ensure that the School Modification Submission Spreadsheet is included in the SQMC papers.
5. Attend the Head of School briefing by Academic Governance and Policy in advance of the SQMC. Ensure the SQMC/Head of School is clear which Modifications can be approved by the SQMC or require approval by Curriculum Committee.
6. Update the Modification Submission Spreadsheet to show SQMC approval/recommendation.
7. Update DPDs in accordance with the DPD Management Protocol.

PVC Student Experience

Have access to, and comment by exception on, proposals within the Modification Submission Spreadsheet.

Library and Learning Services

Have access to, and comment by exception on, proposals within the Modification Submission Spreadsheet.

Careers and Employability

Have access to, and comment by exception on, proposals within the Modification Submission Spreadsheet.

Immigration Compliance and Advice

Have access to, and comment by exception on, proposals within the Modification Submission Spreadsheet.

Subject/Module Leads

1. Seek advice from Academic Governance and Policy on the submission of a modification proposal.
2. Where required, initiate and respond to comments following consultation with students; or seek consent from prospective and current students for changes that affect material information.
3. Where required, seek external examiner feedback.
4. Request Word versions of module/programme descriptors from School Operation Managers.
5. Complete Google Forms Modification Submission Form, providing clear summary and rationale; and tracked change documentation.
6. Respond to feedback provided by stakeholders on submitted modifications; or modify submission accordingly.
7. Inform students using Minerva Course Page of approved changes, following Modifications Bulletin.
8. Ensure that the delivery of teaching and assessment for programmes and modules reflects the information in the Modifications Bulletin and/or the published DPD; and seek clarity from Academic Governance and Policy where needed.

External Affairs Unit

1. Update the web versions of DPDs onto course pages
2. Ensure that any amendments made to course pages reflect only the information in the Modifications Bulletin; and seek clarity from Academic Governance and Policy or Portfolio and Planning where needed.