Quality and Academic Standards
University of Dundee

Quick Guide: Programme Amendment

This is a guide to support the interim implementation of the programme amendment guidance.

This guidance is intended to:

- guide staff through the timeline from conception of idea, amendment of programmes and pathways through to launch and review
- represent a common reference point for implementation of programme amendment

NB The timelines indicated reflect the maximum recommended timeline

Before commencing the amendment of taught programmes, the undernoted reference points and criteria should be taken into consideration

- The timing of the changes which should be planned well in advance, 6 months or minimum, final deadline - March prior to year of amendment
- The impact on the programme learning outcomes and/or credit requirements/SCQF level e.g. addition/removal of core modules

Examples can include, but not limited to

- Changes to title of award
- The addition of a new programme pathway
- Changes to the teaching mode (e.g. full-time, part-time) or delivery (e.g. on campus, blended, online)
- Withdrawal of modules that contributes to more than one School's programmes
- Changes to programmes overall learning outcomes
- Addition/amendment of core modules
- Non credit-bearing programme

or

- Revise schedule of modules to include approval of a new module (core or optional)
- Re-sequencing of previously approved modules within a programme or pathway(s)
- Module withdrawal (where delivered by only one School)
- Changes to credit rating
- Addition or removal of entry/exit points

Programme Amendment Checklist

KEY		School Action - All levels	Relevant paperwork	Timeline	Check
		School Action - Indicative Timeline – final deadline - March prior to year of change		1 Semester Initiation to Approval	
		School Action - Indicative Timeline – final deadline - March prior to year of change		1 Semester Initiation to Approval	
		QAS Office Action			
Identification of change	Programme amendment – Proposal allocated appropriate risk level in discussion with Associate Dean Quality and Academic Standards and School QAS Admin Lead to agree approach to consultation and engagement in advance. Schools may filter proposal at this stage through various committee discussions				
	Proposer to undertake Market Research using tools including the University's Market Intelligence Data Analysis System MIDAS, feedback from students, external stakeholders				
	Proposer submit proposal to School Executive Group (SEG)	• New Programme Initiation template • Outcome recorded	Schools set submission deadline		
	For proposals approved by SEG, SEG appoints a Responsible Person. Proposal does not need to return to SEG, however, should SEG wish to see the proposal return then they add this as a requirement at this stage.				
	Associate Deans Quality and Academic Standards appoints Responsible Person				
Initiation of change process	Responsible Person to discuss with School QAS Admin Lead to set programme amendment timelines aligned to School QASC schedule of meetings to allow the submission of paperwork		Schools set submission deadline		
	Submit completed New Programme Initiation Template to Programme Approval Group (PAG). Committee dates can be found in the Academic Calendar	• New Programme Initiation template	Minimum 10 days before PAG		
	Responsible Person to lead the proposals development collect relevant information				
Development of change	Responsible Person, in discussion with School QAS Admin Lead, identifies individuals in advance, to undertake Consultation and Engagement, including a range of stakeholders, e.g. student representatives, academics, professional service directorates, external academic and/or industry/PSRB experts. Consultation can be through a range of focus groups, surveys/questionnaires, one to one or other means as appropriate. The outcome and feedback should be used to inform the in-depth revision of the programme, and where applicable to provide a clear map of the curriculum, recruitment strategy, sustainability and recruitment target/market	Appendix B in CoP • Undergraduate Programme specifications • Postgraduate Programme specifications			
	School QAS Admin Lead supports collation of Consultation and Engagement feedback				

	Responsible Person to consult with a broad range of stakeholders and may include student representatives, academics, professional services, externals			
	Responsible Person uses the outcome of feedback and consultation to inform the revision of the programme and complete the Changes to Taught Provision proforma. Amend and update relevant Programme Specifications	• [Changes to Taught Provision proforma](#) • [Undergraduate Programme specifications](#) • [Postgraduate Programme specifications](#)		
	Update Module Specifications where applicable	• [Module specifications](#)		
	Responsible Person submits relevant paperwork including Consultation and Engagement feedback, PAG Initiation Template, where applicable, completed Changes to Taught Provision proforma and revised Programme and Module Specifications as appropriate to School Quality and Academic Standards Committee (or equivalent)	• New Programme initiation template • Changes to Taught Provision proforma • Programme and Module specifications Feedback from stakeholders	Schools set submission deadline	
	Responsible Person to submit the relevant completed paperwork to School Quality and Academic Standards Committee (or equivalent).	• Changes to Taught Provision proforma • Programme and Module specifications Feedback from stakeholders		
	Responsible Person to feedback to SEG if required			
Approval of change	School QAS Admin Lead report outcome and submit minutes, Consultation and Engagement feedback, PAG Initiation Template, and completed Financial Business Plan, as appropriate, completed Change to Taught Provision proforma and revised Programme and Module specifications, where applicable, to QAS Office. Committee dates can be found [Academic Calendar](#)	• New Programme initiation template • Changes to Taught Provision proforma • Programme and Module specifications • Feedback/Outcome	3 weeks prior to QASC	
	QAS Office send out paperwork for E-Consultation, copying in School QA Admin Lead	• New Programme initiation template • Changes to Taught Provision proforma • Programme and Module specifications • Feedback/Outcome		
	School QAS Admin Lead collate feedback/questions and submit responses to QAS Office			

Implementation of change	Following approval by QASC, QAS Office will inform relevant parties including Course Operation Group (COG) to initiate opening of programme to applications, assigning UCAS code, course code, module codes etc, update Web Site to reflect changes.		post QASC	
Review	New Pathways to be reviewed: Student feedback Annual programme and module enhancement reporting PAG review performance in the first 3 years Interim Periodic Programme Review (PPR) after 3 years Full PPR in 6 years	• Annual Programme Review template • Annual Module Review template • Periodic Programme Review of Taught Provision	1 year 3 years 6 years	