

UCL Academic Manual 2017-18

Chapter 3: Programme and Module Approval and Amendment Framework

Chapter 3 is UCL's regulatory framework for the approval, amendment, and suspension/withdrawal of taught academic programmes and modules including taught elements of research degrees. Approval of research degrees is covered in part 8.

FTC	Faculty Teaching Committee
PMAP	Programme and Module Approval Panel
PSRB	Professional, Statutory or Regulatory Body
QAA	Quality Assurance Agency

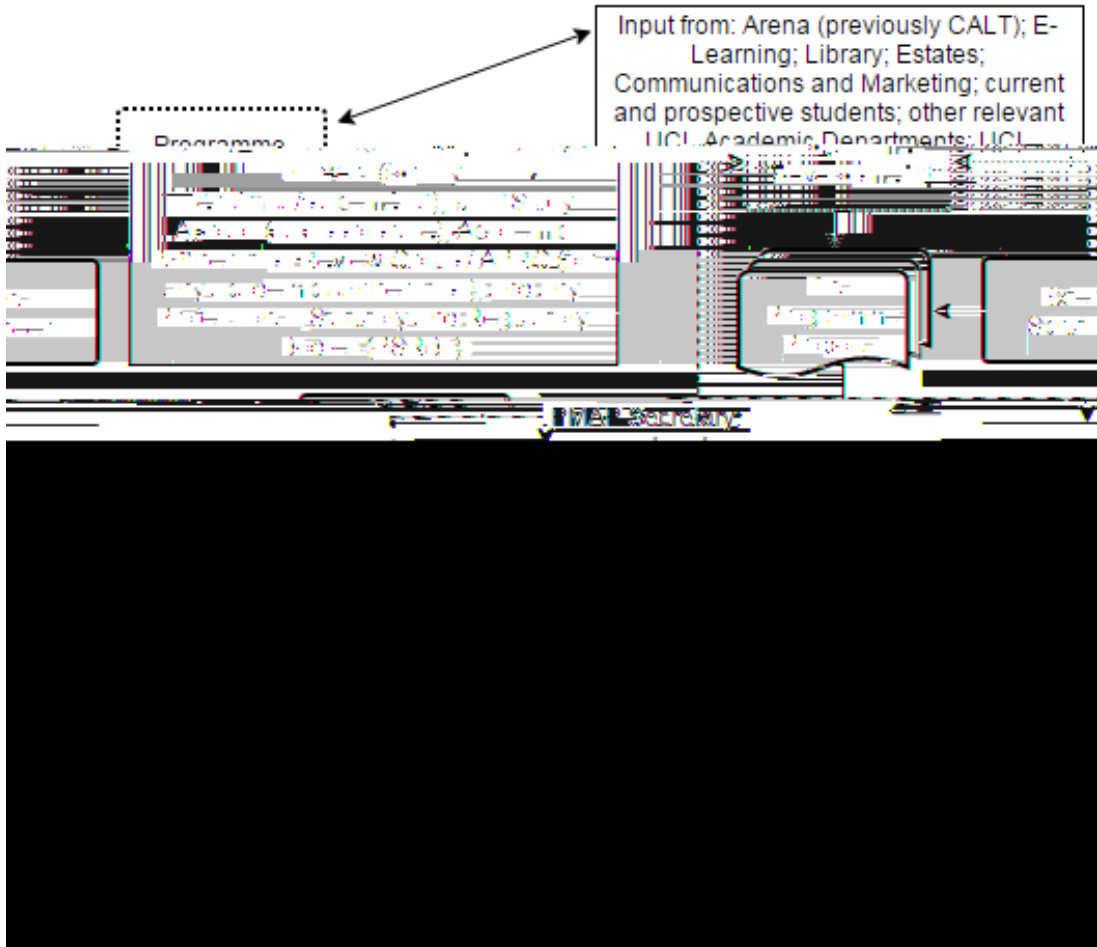
2. Throughout this chapter, the term 'Department' is used to refer to relevant units below the Faculty level (e.g. Institute or Division).

Approval of New Programmes and Modules

2 Programme Approval

1.

Final Approval

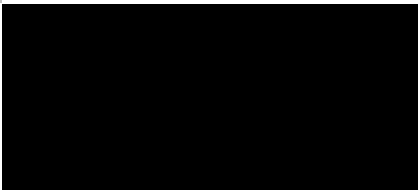


In the case of taught elements of research degrees, PMAP's recommendation is forwarded to Research Degrees Committee (RDC) for approval.

2.2 Information Required

1. The forms for Outline Approval and for Final Approval, show the information required for programme approval. A summary of the requirements at each stage is provided below:

	Outline Programme Proposal (Stage 1)	Final Programme proposal (Stage 2)
Named Roles	Initiator, programme director, External Scrutineer (if known), other nominees	Initiator, programme director, External Scrutineer, other nominees

Externality	Statement on externality to date, and proposed externality in future development	Statement on externality used in development External Scrutineer's report PSRB report, if appropriate Note on engagement with Subject Benchmark Statements, Qualification Characteristics
Sign-off	Department TC; Head of Department; Faculty Dean; Faculty TC <i>With recommendations as appropriate</i>	

School Finance Director	Advise the Dean to sign-off (with/without recommendations) or reject Outline Programme Proposal (Stage 1) on basis of proposal's financial viability	Advise the Dean on the basis of updated information following Outline Approval stage (if necessary)
Planning Team	Advise Dean in cases where proposal is not already within Faculty plan	<i>No role at this stage</i>
PMAP Members	<i>Note Outline Approval by the Faculty</i>	Scrutinise Final Programme Proposal (Stage 2) and confirm that the programme approval regulations have been followed and that the programme is fit for the UCL portfolio
Role	Outline Approval	Final Approval
PMAP Secretary	Record proposals receiving Outline Approval and initiate actions with central services	Record proposals receiving Final Approval on basis of

3. Undergraduate programmes can only be advertised effectively through UCAS if Final Approval is obtained 22 months prior to the intended programme start.
4. Programme initiators should also note the Annual Academic Review deadlines when developing new programmes.
5. Programme initiators should note that in order to be considered by PMAP new programme proposals at Final Approval Stage must be submitted no less than 10 working days in advance of a meeting. Submissions received later than 10 working days in advance of a meeting will be considered at a subsequent meeting of the Panel.

Term	Date of meeting	Papers Deadline
One	Thursday 12 th October 2017 10.00 – 12.00	Thursday 28 th September 2017 by 5pm
One	Thursday 16 th November 2017 10.00 – 12.00	Thursday 2 nd November 2017 by 5pm
One	Thursday 14 th December 2017 10.00 – 12.00	Thursday 30 th November 2017 by 5pm

Two

3 Module Approval

1. New modules require approval by PMAP following endorsement by the Department and Faculty.
2. New module proposals must use a Final Module Proposal form and be associated with a "parent" programme.
3. Introducing a new module may also mean a change to a programme requiring a Programme Amendment form

Amendments to existing Programmes and Modules

4 Programme Amendment

Introduction of, or changes to, external accreditation of the programme;
Entry requirements, if within UCL's standard requirements;
Other changes to the Programme Summary (previously Programme
Specification/Definition);
Other changes at the discretion of the Faculty Tutor.

8. Any "in year" Minor amendment will automatically be classed as a Major amendment in order to safeguard academic standards and ensure students have been consulted and are in agreement with the amendment.
Retrospective approval will not be granted by PMAP. A request for a suspension of regulations will need to be made in such circumstances.
9. All programme amendments for the forthcoming academic year (2018-19), must be submitted for approval by 28th February 2018.

5 Module Amendment

1. The principle regarding amendments to any part of a module is that changes will apply to the next delivery of the module after the change has been approved. Formal processes for module amendment are required to ensure that proposed changes are subject to scrutiny, and that where changes to modules have a significant impact upon the programmes to which they contribute, the appropriate programme amendment process is triggered.

5.1 Amendments to compulsory modules

1. If the module is, or is intended to become, a compulsory part of one or more programmes, then that *could* trigger programme amendment and require a Programme Amendment form. In this case, consideration must be given to whether the change of one or more modules represents a Major or Minor programme-level amendment as defined in 4.1 above, and the associated action taken.

5.2 Amendment classification

1. UCL's module amendment process is differentiated so that changes deemed 'Major are subject to additional external scrutiny: this system is in place to safeguard the academic standards of awards and to ensure that modules cannot drift incrementally from their original approved state without appropriate external validation.
2. Consideration should also be given to ensuring that any conditions of relevant Professional, Statutory or Regulatory Bodies are satisfied upon amendment.
3. Amendments cannot be made to module codes assigned by Academic Services.

Major amendments

4. Major amendments require the completion of a Module amendment form. They must also have external scrutiny and Department and Faculty approval. The following changes are classified as Major:
 - Changes to the credit value of the module;
 - Changes which affect one third or more of the intended learning outcomes;
 - Every third minor amendment following the last major amendment;
 - A change of parent Department/Faculty
 - Entry requirements which are outside of UCL's standard requirements.

Minor amendments

5. Minor amendments require the completion of a Module Amendment form and Department and Faculty approval. The following changes are classified as Minor:
 - Changes to the weighting of assessment;

Suspension/Withdrawal of Existing Programmes and Modules

6 Programme Suspension/Withdrawal

1. Any suspension or withdrawal of a programme must be undertaken in such a manner that the interests of current students, and students who have applied to the programme, are fully protected. Advice should be sought from the relevant Faculty Tutor as early as possible to ensure that the appropriate procedures are followed.

6.1 Process

1. Programmes that will not be offered to students from a known date should be formally withdrawn using a Programme Withdrawal Questionnaire (PWQ) on Portico, accessible under e-vision / "Curricular Management" / "Programme Rules and Review" / "Amend programme".
2. The proposal to withdraw a programme must be approved by the relevant Department and Faculty before being put forward for approval by PMAP.
3. In order for a programme to be withdrawn or suspended from the appropriate publicity materials, the relevant central services will be advised by Academic Services.

8 Research Degrees

1. The processes detailed elsewhere in this chapter relate to taught programmes, and the taught elements of research degrees.
2. Research-only degrees (e.g. MPhil, PhD) must be approved by the Lead Department/Division and the Lead Faculty before submission for final approval by Research Degrees Committee.
3. Initiators of new research degree programmes should contact the Senior Policy Advisor (Programme Approval) in the first instance.
4. For all new proposed doctorates a Programme Proposal (Doctoral Programmes) form must be completed.
5. For all new proposed MRes degrees, Outline and Final Programme Proposals with the addition of the MRes Final Programme Proposal Appendix must be completed.

9 Annual Academic Review

1. Annual Academic Review is the process by which faculties confirm the following for the next academic session (2018-2019):
 - i) modules that are running;
 - ii) detailed information for those modules (including expected class size); and
 - iii) diets for programmes
2. The window for the Annual Academic Review in 2017-2018 for the 2018-2019 academic year is Tuesday 2nd January 2018 - Wednesday 28th February 2018.
3. Further advice and support on the Annual Academic Review can be obtained from the Annual Academic Review 2018-2019 document and from the Academic Model team (academicmodel@ucl.ac.uk)

Forms

1. Use of the following forms is described within the Chapter:
 - Outline Programme Proposal (Stage 1)
 - Final Programme Proposal (Stage 2)
 - Programme Summary (replaces the Programme Specification/Definition and Programme Diet templates from 2017/18 onwards)
 - Outline Module Proposal (Stage 1)
 - Final Module Proposal (Stage 2)
 - Programme Costing Template
 - Programme Proposal (Doctoral programmes)
 - MRes Programme Proposal Appendix
 - External Scrutineer Report Template
 - Programme Amendment Form (PAF)
 - Module Amendment Form (MAF)

11 Further Guidance

- A good practice guide - Market Research
- A good practice guide - Programme Development
- Detailed timelines for Programme and Module Approval and Amendment
- Criteria for the appointment of an External Scrutineer