1.3　Terminology

1.　Key to abbreviations:

DEC	Departmental Education Committee
FHEQ	The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies
FPPC	Financial Performance and Planning Committee
FEC	Faculty Education Committee
PMAP	Programme and Module Approval Panel
PSRB	Professional, Statutory or Regulatory Body
QAA	Quality Assurance Agency
SNP	Student Numbers Planning

2.

Faculty level (e.g. Institute or Division).

2 Planning, Development and Approval of New Taught Programmes

1. New taught programmes are approved by the UCL Education Committee under powers delegated from the UCL Academic Board. The Education Committee is advised by the Programme and Module Approval Panels (PMAP), a sub-panel of Quality and Standards Committee.
2. Programme planning is the first phase with new proposals considered through the Student Numbers Planning process with the mandate for further development granted by Financial Performance and Planning Committee

3. The required documents for programme proposals provide space for the programme initiator to record this information.

2.2.3 Financial Performance and Planning Committee (FPPC) approval for development

1. As detailed in 2.2 Initial Programme Planning and Development Section 3, all programme proposals require approval by the Faculty and the Financial Performance and Planning Committee (FPPC) prior to development and Approval by the Department, the Faculty and PMAP and prior to completion of the detailed programme proposal. Documents required by FPPC and as part of the Student Number Planning (SNP) process can be found on the Office for the Vice-President (Strategy) website and include:
    a. The New Programme Impact Assessment, including consideration of potential programme overlap or duplication, the implications for the student experience and information on the likely impact on central UCL resources including teaching space,

a) The proposal is included in and/or is in line with department and faculty level strategic operating plans, and student numbers plans;
b)

Where there is internal module sharing or shared teaching arrangements:
- Evidence of approaches made to departments and faculties for any anticipated module or staff sharing. (This will usually take the form of email correspondence)

Where there is an Academic Partnership:
- Draft Academic Partnership Proposal Form (for APP).
- Evidence of discussion with
(For further information, refer to Chapter 8 of the 2024-25 UCL Academic Manual)

Where there is a year abroad or in industry, or a placement:
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   Affiliate / Study Abroad Programme checklist
- Evidence of engagement with Placements Information Pack.
   (For further information, refer to Chapter 8 of the 2043-25 UCL Academic Manual)

Where there is a Level 7 / Masters Apprenticeship programme / qualification:
- Evidence of discussion with, and endorsement from, the UCL Degree Apprenticeships Panel.
- Completion of the Level 7 / Masters Apprenticeship Feasibility Form (Annex 7.2.7)

Where there is a Professional, Statutory or Regulatory Body (PSRB) accreditation or approval of the programme:
- Evidence of discussion or engagement with external bodies or PSRBs.

2.3.2   PMAP Approval Process

1. Once approved by the Faculty, programme proposals must be submitted to the PMAP Secretary by the Faculty Tutor. These proposals are circulated to members of the Education Committee and relevant professional services teams and are considered at the next PMAP meeting.
2. PMAP formally considers the programme proposal at this stage and will either:

   approve the programme subject to conditions.
3. Once granted, PMAPprogramme approval status is valid for 24 months. If the conditions of approval are not met within this 24 month period, a new programme proposal must be submitted to FPPC, the DEC, the FEC and PMAP.
4. Once conditional approval is determined at a PMAP meeting, programmes may be advertised on departmental websites in the following format:
   a) Programme title and intended qualification;
   b) Aniticipated start date;
   c) A brief description of the programme content and structure omitting references to particular modules or credit values;
   d) The following disclaimer:
      Please note that this programme is still subject to final approval. As such, the content and structure of the programme is subject to change and may differ from the outline given

programme has been approved and applications are open, please email [relevant departmental contact].

2.4   Final Approval

1. Final approval is confirmed by Education Committee and requires sign off from the Head of Department; DEC Chair; Dean of Faculty; FEC Chair and PMAP. To confirm final approval, reviewers at Faculty level must satisfy themselves that the criteria required for approval are still met. In addition, PMAP must satisfy it(t)-4()6(fts] TJL4:g0 G[(E)] TJETQq0.000008871 0 595.32 84

Where there is an Academic Partnership:
- Draft Memorandum of Agreement with partner. (For further information, refer to Chapter 8 of the 2024-25 UCL Academic Manual)

Where there is a year abroad or in industry, or a placement:
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3   Approval of New Modules

1.   New modules require approval by Faculty Education Committee following endorsement by the Department.
2.   New module proposals must be completed and submitted using a Module Proposal Form (Annex 7.3.1).
3.   Introducing a new module may also mean a change to a programme requiring a Programme Amendment form. In this case, the procedure and deadlines set out for programme amendment should take precedence. For more information see Section 4: Programme Amendment.
4.   All new modules for the forthcoming academic year (2025-26), must be submitted for approval by 30th November 2024.

4 Programme Amendment

4.1 Principles of Programme Amendment

1. UCL has an obligation to provide clear, accurate and timely information to prospective students, applicants, offer holders and current students.
2. UCL also promotes the importance of offering an adaptive, research led curriculum in preparing its students to contribute to and participate fully in the private, academic and wider public arena.
3. As such, the principle regarding amendments to any part of a programme is that changes should be approved prior to the opening of a new application cycle and should apply to the next new cohort of students registered on the programme for the forthcoming academic year.
4. Where there is an evidenced urgent need to make a programme amendment after applications have opened, UCL has obligations to its applicants, offer holders and current students.
5. If a programme has already received applications, the applicants must be notified of any amendment that has been approved, the rationale for the amendment, and the process by which they can transfer or terminate their application if they so wish.
6. If UCL has already issued offers of admission to a programme, the offer holders must be notified or consulted on the proposed change, informed of the rationale, notified of the outcome and assisted with transferring or terminating their application if they so wish. Where consultation is required, offer holders must give their express consent to the amendments.
7. Where it is intended for the programme amendment to affect current students, these students must be notified or consulted, and where consultation is requiredgive their express consent to the amendments.
8. Consultation means providing the 4(a)13(m)-3(en)3(dm)9(en)3(t)6(,)-4(q0.000008871 0 595.32 841.9

16. Where it is intended for a programme amendment, such as a change in title, to apply to a programme that recruits both to the full qualification and its associated interim qualifications, this must be clearly stated, and an updated programme summary provided for each qualification.

17. Information on programme length and modes of attendance can be found in <u>Chapter 3, Registration Framework for Taught Programmes</u>.

18. All programme amendment submissions must include a tracked-change Programme Summary document. The Student Lifecycle and MarComms teams require this in order to accurately reflect, on UCL systems, the proposed amendments.

19. All programme amendments for the forthcoming academic year (2025-26), must be submitted for approval by 7th June 2024.

20.

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.

2.

Programme / Route Suspension or Withdrawal

9   Research Degrees

1.   The programme approval processes detailed elsewhere in this chapter relate to taught programmes.
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 and Standards team at apqs@ucl.ac.uk in the first instance.
4.   For all new proposed doctorates, a Doctoral Programme Proposal Form (Annex 7.9.1) and Programme Summary (Research Programmes) (Annex 7.9.3) must be completed.
5.   If the Lead Department/Division is new, or has no existing doctoral programme, it must first meet the requirements to recruit and register doctoral students specified by Research Degrees Committee. A Recruitment of Research Students to Academic or Research Departments (Divisions/Institutes/Units)   Application Form (Annex 7.9.4) must be completed.
6.   For all new proposed MRes degrees, a Programme Proposal form (Annex 7.2.2) with the addition of the MRes Final Programme Proposal Appendix (Annex 7.9.2) must be completed.
7.   Programme amendments should follow the procedure outlined in Section 4: Programme Amendment. Major amendments to research degrees are ultimately approved by Research Degrees Committee, rather than PAWG (on behalf of PMAP). However, major amendments to the taught elements of the programme will need PAWG approval prior to submission to Research Degrees Committee.