

**The University of Manchester**

**Programme Amendment Form**

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| Degree Qualification and Programme Title (current title) |  |
| Undergraduate or Postgraduate Taught |  |
| School |  |
| Faculty |  |
| Academic Programme Code |  |
| Academic Plan Code |  |
| UCAS Code |  |
| Statement of details of the type of amendment proposed (e.g. change to programme title). |
| **\*\*Where several changes are being proposed, be mindful of cumulative change and liaise with your Faculty Teaching and Learning Officer before approval is given if you require further advice about the correct approval route to use.** |
| Documentation provided |
| * Programme Amendment Form
* Revised programme specification
 |
| Rationale for the amendment |
|  |
| If a programme has been re-named, please give details of the new title here |
|  |
| From what date will the amendment(s) be implemented? |  |
| Does the change affect the resources required to run the programme? If Yes, or in all cases where the amendment involves a change in mode from campus delivery to Distance Learning, please complete the resource information which is an appendix to this form. | Yes / No |
| Does the amendment(s) affect prospective students with offers from the University, and if so, have the institutional and School Recruitment and Admissions Offices been consulted? | Yes / No |
| Does the amendment(s) affect existing students and, if so, have they been consulted?What discussions have taken place within the School with staff and students?Please describe how you have consulted with current students/staff. | Yes / No*Please refer to your School Admissions colleagues and utilise the communication templates for programmes with offer-holders* |
| Are there any strategic issues arising from this amendment that should be brought to the attention of the Vice-President (Teaching, Learning and Students) e.g. cessation of an area of study or possible adverse reputational impacts for the University? If yes, provide details. | Yes / No |
| Does the amendment(s) affect students in other Schools?**\* Please liaise with your Faculty Teaching and Learning Officer if you require support with identifying other areas potentially impacted.** | Yes / No |
| If Yes, please state which Schools. |  |
| Have all the Heads of School/affected approved the change/s? Please attach evidence (e.g. a copy of an e-mail or extract from minutes). | Yes / No |
| If the programme is accredited by a Professional or Statutory Body, has it approved any changes? | Yes / No |
| Does the amendment affect the marketing information for the programme? If yes, please attach revised marketing information. | Yes / No |
| Have any other amendments been approved to this programme(s) in the same recruiting cycle? **If yes, please be mindful of cumulative change and liaise with your Faculty Teaching and Learning Officer before approval is given.**  | Yes / No |
| Name and signature of Programme Director | Date |
| Name and signature of Head of School (or nominee) | Date |
| Name and signature for UMW programmes or units (where appropriate) | Date |
| Name and signature of Chair of Faculty committeeORPlease date when reported to Faculty | Date |

The following offices must be informed by the Faculty quality administrator of all approved amendments (except those to units):

* + Director of Student and Academic Services (SAS)\*
	+ Programme proposer
	+ Nominated administrative contact for the proposed programme
	+ Person responsible for inputting the amendment on Campus Solutions (if different from any of the above)\*
	+ Central UG/PGT Recruitment and Admissions\*
	+ School UG/PGT Recruitment and Admissions\*
	+ Faculty eLearning Manager
	+ School Finance Officer
	+ University of Manchester Academic Engagement Librarian

*\*Copies of documentation to also be circulated*

The Vice-President for Teaching, Learning and Students will then ratify approvals on behalf of Senate. The Programme Enhancement team in Teaching and Learning Delivery will email the following with notification of ratification:

* Associate Deans/Vice Deans
* Faculty Quality Administrators

**Appendix**

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| **Additional resources required to deliver the programme as a direct result of the programme amendment. *(This should only be completed if the amendment results in additional resource needed for the programme).*** |
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|  | **Library services** |  |
|  | *Please stipulate the additional resources that are required by the University Library.*  |  |
|  |  |  |
|  | *We confirm that discussion has occurred between the Programme Director/Proposer and the appropriate Academic Engagement Librarian with regard to the necessary Library Resources for the above mentioned amendment for which it is expected that the University Library will ensure provision.*  |  |
|  |  | ***Name & Signature*** |  | ***Email*** |  | ***Telephone*** |  |
|  | **Academic Engagement Librarian** |  |  |  |  |  |  |  |
|  |  |  |
|  | **Information Systems** |  |
|  | *1. Please stipulate the additional resources that are required by the Information Services*  |  |
|  |  |  |
|  | *2. What additional training or support requirements are there for staff and students in relation to the computing elements of the amendment?* |  |
|  |  |  |
|  |  | ***Name & Signature*** |  | ***Email*** |  | ***Telephone*** |  |
|  | **IS Manager** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **eLearning** |  |
|  | *1. Please stipulate the additional resources that are required by the eLearning Team*  |  |
|  |  |  |
|  | *2. What additional training or support requirements are there for staff and students in relation to the eLearning elements of the amendment?* |  |
|  |  |  |
|  |  | ***Name & Signature*** |  | ***Email*** |  | ***Telephone*** |  |
|  | **eLearning Manager** |  |  |  |  |  |  |  |
|  | **Teaching and Learning Manager (DL)** |  |  |  |  |  |  |  |
|  |  |  |
|  | **Personnel Resource** *(include academic, technical, support and contributions from other schools)* |  |
|  | *How many existing course units (and credit value) will no longer be needed?* |  |  |
|  | *Will you need to recruit any new staff in order to deliver the amendment? If so, how many?* |  |
|  |  |  |
|  | **Consumables and Equipment** |  |
|  | *Will there be a need to invest in new and (or) specialist equipment to deliver this amendment? If so, has this been costed and approved?* |  |
|  |  |  |
|  | **Space Requirements** |  |
|  | *Please indicate below any space requirements additional to current programme demands, including confirmation that these needs have been discussed with Estates and Facilities (Central Teaching Spaces and Timetabling) and Accommodation Office where the programme has residence implications and/or access to facilities outside of the normal semester periods.* |  |
|  |  |  |
|  |  | ***Name & Signature*** |  | ***Email*** |  | ***Telephone*** |  |
|  | **Head of School** |  |  |  |  |  |  |  |
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| Document control box |
| Policy / Procedure title: | Interim Programme Amendment Form – for use during the Covid-19 outbreak |
| Date approved: | April 2021 |
| Approving body: | TLSD |
| Implementation date: | April 2021 |
| Version: | 1. 9, April 2021 INTRODUCED FOR USE DURING COVID-19 |
| Supersedes: | version 1.8, February 2021 |
| Previous review dates: | 2011, 2013, 2015, 2017, May 2020, January 2021 |
| Next review date: | September 2021 (April 2024) |
| Related Statutes, Ordinances, General Regulations | [Undergraduate and Postgraduate Taught Degree Regulations](https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/degree-regulations/) |
| Related Policies: | N/A |
| Related Procedures and Guidance: | [New Programme Approval Procedures](https://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/new-programme-approval/)  |
| Policy owner: | Head of Student and Academic Services (SAS) |
| Lead contact: | Sarah Williams, Teaching and Learning Manager (Programme Enhancement), Teaching and Learning Delivery, SAS |