

Interim Programme Amendment Matrix (in operation during coronavirus outbreak)*

Amendment	Endorsement Level	Prompt Q's	CMA Material Information?	Specific Communication	
				Existing Students	Offer-Holders
Faculty Endorsement					
New pathway, specialism or additional placement/year abroad	Faculty	Does this impact location of an advertised placement?	Yes	Yes if compulsory or passing assessment dependent upon	Yes
Removal/Suspension of placement/year abroad	Faculty	<i>May be reportable to OfS where reasonably equivalent alternative study options not provided</i>	Yes	Yes	Yes
Change of award type from advertised/registered on	Faculty	Does change, amalgamation or streamlining of provision lead to BSc becoming BA, or MA to MSc?	Yes	Yes	Yes
PSRB Accreditation gained or lost	Faculty	<i>Reportable to OfS so please act without delay to inform TLSD</i>	Yes	Yes	Yes
School Endorsement to be endorsed by Chair's action (Faculty)					
Significant reduction in optionality	School	Does it cumulatively impact a pathway or specialism? Does it cumulatively impact programme ILOs?	Yes	Yes	Yes
New or revised programme title	School		Yes	Yes	Yes
Addition/change to compulsory units	School		Yes	Yes	Yes
Summative assessment changes (unit)	School	Does it cumulatively alter balance of mode of assessment across programme?	Yes if cumulative	Yes if cumulative (courtesy email if mode changes on individual unit)	Yes if cumulative

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Suspension/withdrawal of a programme (or mode of study e.g. removing part-time route)	School	Does it impact on provision elsewhere? <i>Reportable to OfS so please act without delay to inform TLSD</i>	Yes	Yes	Yes
Amendment	Endorsement Level	Prompt Q's	CMA Material Information?	Specific Communication	
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School Endorsement** to be Reported to Faculty					
Suspension/withdrawal of a programme that does NOT impact another area	School	<i>Reportable to OfS so please act without delay to inform TLSD</i>	Yes	Yes	Yes
Changes not in line with additional costs policy	School	Additional costs policy	Yes	Yes	Yes
School Endorsement**					
Changes to entry requirements	School	Has advice from Admissions been sought?	Yes	N/A	Seek advice from Admissions as depends on timing of application cycle
Add part-time version to existing full-time programme or vice-versa	School		No	No – courtesy if it is possible for them to transfer to the new version if this option is possible	No
Changing mode of delivery with no significant	School		No	Yes	No

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increase/decrease in contact hours					
Addition/Removal of optional units	School	How much optionality removed? Does it cumulatively impact a pathway or specialism? Does it cumulatively impact programme ILOs?	No	Courtesy email depending on timing in relation to unit selection	No
Change to unit assessment weightings	School	Do modes of assessment remain the same?	No	Courtesy email	No
PSRB Updates with no wider impact	School	Does it impact overall programme ILO's, assessment or structure?	No	No	No
Amendment	Endorsement Level	Prompt Q's	CMA Material Information?	Specific Communication	
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School Endorsement** to be Reported to Faculty					
QAA subject benchmark statement updates with no impact on overall structure, programme ILOs or assessment	School		No	No	No
Corrections and clarifications e.g. correcting typing errors	School	Does it impact ILOs or translate to an award type change?	No	Clarification of programme title – courtesy email	No

*Please note, as per the general guidance an individual amendment is not required where the only change to a programme relates to decisions made at University level which are applicable across all cohorts and approved by Senate. For example [semester one 2020 arrangements](#) announcing that all lectures

will be online, or the delayed start dates for UG and for PGT students in 2020. Or similarly now, via the announcement released on 05 January 2021 to move teaching and assessment (except for a few exempt courses) online until the national picture is reviewed by government in mid-February 2021.

****Please be especially vigilant to potential cumulative changes, and in considering impacts on other areas where units/content are shared before approval is given. It is strongly advised that you consult with your respective faculty Teaching and Learning Officer where this may be the case.**

Document control box	
Policy / Procedure title:	Interim Programme Amendment Matrix
Date approved:	January 2021
Approving body:	TLSD
Implementation date:	May 2020
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Supersedes:	version 1.0 Temporarily
Previous review dates:	N/A
Next review date:	September 2021
Related Statutes, Ordinances, General Regulations	Undergraduate and Postgraduate Taught Degree Regulations
Related Policies:	N/A
Related Procedures and Guidance:	New Programme Approval Procedures
Policy owner:	Louise Walmsley, Director of Teaching, Learning and Student Development (TLSD)
Lead contact:	Jo Hicks, Teaching and Learning Manager (Programmes), TLSD