SALC Guidance for Programme Committees

Programme and Curriculum Review for 2023/24

http://documents.manchester.ac.uk/display.aspx?DocID=52615

The documents for departmental Programme and Curriculum Review (including the template Curriculum Overviews) for 2023/24 will be shared with Departments in the One Drive folder SALC PS-Academic Planning by Tuesday 29 November 2022 (last Tuesday in November). **Please note** that from 17/11/22-28/11/22 access to this folder will be removed so that the Programmes and Curriculum (P&C) team can update the documents ready for review.

Please see important guidance regarding the Competition and Markets Authority (CMA) at the end of this document.

Your department committee should review and update the documents in preparation for 2023/24.

All changes need to be reviewed against the programme specification and structure document which will be available in SALC PS-Academic Planning by Tuesday 29 November 2022. Please also ensure that you check the external marketing pages for your programme and if you need to make any changes, email the P&C team programmes.salc@manchester.ac.uk for an editable document.

(external marketing page example: https://www.manchester.ac.uk/study/undergraduate/courses/2023/00255/ba-history/)

Any **major** programme amendments may need Faculty review and should be submitted to the School by **Monday 16 January 2023**. Please contact programmes.salc@manchester.ac.uk as soon as possible if you think that you will be making any **major** changes to your programmes so that we can discuss this early timeline. Programme directors will need to be available for the School QSDE panel on Wednesday 25 January 2023, and the Faculty QSDE panel on Wednesday 15 February 2023.

All other changes and documentation should be submitted by the following dates:

1 February 2023 (first Wednesday of February)
- Curriculum Overview (Update in: SALC PS-Academic Planning)

8 February 2023 (second Wednesday of February)
- Revised and New Course Unit Descriptors (Update using tracked changes in: SALC PS-Academic Planning)

From 13 February 2023, based on information in the Curriculum Overview, the P&C team will start to:
- send out Activity Data Capture forms (formerly Course Scheduling Requirements) to departments;
- review and provide initial feedback on the new and amended units;
- set up review meetings between the Department and the Directors of Teaching Learning and Student Experience (DoTLSE) depending on the complexity of change to the programme;
- update the programme structure documents;
- Update the course unit information portal (externally facing course unit database) with new and amended course unit information.

Changes following the above deadlines
It is understood that the curriculum sometimes changes following the deadline due to unexpected issues. It is essential therefore that any changes to the curriculum are reported immediately to the Timetabling

Team HUMS-timetabling@manchester.ac.uk and to the P&C team programmes.salc@manchester.ac.uk. Please note that additional review and processing maybe necessary depending on the level of change – such as review by the Faculty QSDE Panel; university legal team; additional consultation and communication with students and offer holders.

Curriculum Overviews
Curriculum Overviews provide an overview of the course units running in the following academic year, and flag units which have been changed, so that the P&C team know that it needs review, and that it requires an update on the CUIP online database.

If a change is not flagged on the Curriculum Overview, it will not be picked up by the P&C team for review and publication or timetabling.

New or amended Course Unit Descriptors
All Course Unit Descriptors should be reviewed at least every two years and saved to the correct up to date form: http://documents.manchester.ac.uk/display.aspx?DocID=34521

All changes should be made using tracked changes and be approved by the relevant department committee before being submitted to the school. Changes to core units will require a programme amendment to be submitted.

Course Unit Information Publishing (CUIP) database
The Course Unit Information Publishing (CUIP) online database lists all the active units running for degree programmes across the University. The P&C team uses the Course Unit Descriptor to update the CUIP database.

It is essential that the information in CUIP and the Course Unit Descriptor match, and that they reflect the reality of the course unit.

Course Unit Directors are responsible for checking the content of the online listing of the course unit once they are notified that it is complete, this is normally around the beginning of April.

Programme structures
Programme structure documents will be updated by the P&C team each year using the information provided in the Curriculum Overview.

Programme specifications
Please see guidance for staff on the role of the programme specification here: http://documents.manchester.ac.uk/display.aspx?DocID=4720

Major changes will constitute a programme amendment and should be reported to the P&C Team programmes.salc@manchester.ac.uk.

External course marketing pages
E.g. https://www.manchester.ac.uk/study/undergraduate/courses/2023/00255/ba-history/
External course marketing pages are managed by the Web Marketing team apart from the linked course lists sections which are managed by the P&C Team and updated annually using the information provided in the Curriculum Overview.

Any changes required to these pages should be reported to the P&C Team programmes.salc@manchester.ac.uk and an editable document will be provided. Changes will be reviewed by the P&C team before publication in case they require a programme amendment.

Activity Data Capture forms (formerly Course Scheduling Requirements)
A timetabling document to record details such as the number of lectures and seminars, staffing and required room sizes will be circulated to all Programme Directors and HoDs in mid-February. These subject specific timetabling documents will be pre-populated using information from the curriculum overview and

with data from the previous running of the course. Departments should check and confirm course details before timetable modelling commences in March. The Timetabling and P&C Teams will be in touch to offer meetings with Programme Directors and HoDs to discuss planning for the timetable and completion of the Activity Data Capture forms.

Competition and Markets Authority (CMA) compliance
In March 2015, the Competition and Markets Authority (CMA) provided guidance to Higher Education institutions that provide undergraduate programmes about their obligations to students in terms of consumer regulations, including the provision of up-to-date, accurate programme information, including full costs of programmes.

The guidance (see link below) requires the University to take a number of actions to remain within the law. If we do not meet our obligations, we may be in breach of consumer law and risk enforcement action. In some circumstances, students may also have the right to take legal action against us or seek redress, such as full fee repayment.

https://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/cma/