**The University of Manchester**

**Interim Programme Amendment Form**

Amended version introduced for use during the COVID-19 outbreak, 2020/21

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| Degree Qualification and Programme Title (current title) | Include all programme titles and awards affected. | | |
| Undergraduate or Postgraduate Taught |  | | |
| School |  | | |
| Faculty | Humanities | | |
| Academic Programme Code | *Include all programme codes affected. Your School Teaching and Learning Officer (Curriculum and Programmes) can provide these.* | | |
| Academic Plan Code | *Include all plan codes affected. Your School Teaching and Learning Officer (Curriculum and Programmes) can provide these.* | | |
| 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.**  **Changes to optional units and some core unit changes only require school approval, as per the Major Amendment Framework and** [**Programme Amendment Matrix**](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=49276)**, however your statement should be clear to indicate what the changes are. There is space to provide the rationale for the amendment later in this form. If in any doubt as to the levels of approval required, please contact your TLO (EDPP)**  *For further guidance on completing this section, and what should be considered please refer to the following pages or discuss with your TLO*  [*https://www.staffnet.manchester.ac.uk/humanities/teaching-support/quality/programme-development/programme-amendments/pathways/*](https://www.staffnet.manchester.ac.uk/humanities/teaching-support/quality/programme-development/programme-amendments/pathways/)  [*https://www.staffnet.manchester.ac.uk/humanities/teaching-support/quality/programme-development/programme-amendments/developing-student-placements/*](https://www.staffnet.manchester.ac.uk/humanities/teaching-support/quality/programme-development/programme-amendments/developing-student-placements/) | | | |
| Documentation provided (delete / amend / add as appropriate below) | | | |
| * Programme Amendment Form with signatures * Revised programme specification (with track changes) * Revised unit specification (with track changes) * Updated marketing information (with track changes) * Updated financial costings where a new pathway/placement/ international study year is added. Please discuss with your Faculty TLO (EDPPP) if you are unclear as to whether this is needed * Tuition fee form (where a new pathway or award is being proposed) | | | |
| Rationale for the amendment | | | |
| A detailed rationale for proposed change to the programme / course unit should be provided. This section should set context to enable the academic and strategic merit of the proposal to be considered.  *Points to consider could include, dependant on the nature of the change, but are not limited to*   * *Reputation and strength of the academic area at UoM* * *Professional/statutory body requirements* * *Reorganisation of previously offered programmes* * *Inter-disciplinary development or opportunities* * *Widening student choice* * *Employability enhancement* * *Recruitment statistics of similar delivery elsewhere in the UK,* * *Impact of policy change at the university/faculty e.g. maximum summative assessment* * *Updates to learning outcomes and subsequent changes needed to assessment or teaching and delivery of the programme* * *Is there a staffing issue or timetabling issue at play? If so, has consideration been given to ensuring the unit can still be effectively delivered?* * *Is there any impact on teaching and learning delivery, with consideration given to [EDI and additional needs](https://www.staffnet.manchester.ac.uk/humanities/teaching-support/quality/embedding-edi/curriculum-design-process/), and are there any resource implications as a result? (if so, please ensure you complete the resources section at the bottom of the form and seek the required sign off)* * *if the change is with a validated partner/collaborative partner has consideration been given to the impact on validation agreement?* | | | |
| If a programme has been re-named, please give details of the new title here | | | |
| Where a new / change in title is proposed, or a new award (e.g. introducing a PG Dip as an entry route on an existing Master’s programme), include all programme titles and awards. Any details of new exit awards should also be listed and clearly labelled.  Add N/A where appropriate. This section does not need to be completed where only course unit titles are changed. | | | |
| From what date will the amendment(s) be implemented? | | | *This should typically be September of the academic year the change is to take effect. Or if the programme has a start date other than September the implementation date should reflect this, as appropriate.* |
| Does the change affect the resources required to run the programme and if so, are all resources to develop and deliver the programme in place? | | | Yes/No |
| If Yes, or in all cases where the amendment involves a change in mode from campus delivery to Distance Learning, please attach a resource form (see bottom of this amendment 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? Consider the timing of the proposed amendment and recruitment cycle – it is advisable to always check with admissions colleagues and / or your Faculty Teaching and Learning Officer before answering this question | | | Yes / No *Please refer to your School Admissions colleagues and utilise the communication templates for programmes with offer-holders* |
| Does the amendment(s) affect existing students and, if so, have they been consulted? *Consider any part time students/if a pathway, programme title change is there opportunity for existing students to leave with the new title?*  What discussions have taken place within the School with staff and students? *Please outline how and when these took place, in class discussion/unit surveys/facebook groups/focus groups /co-creation etc*  Please describe how you have consulted with current students/staff. | | | Yes / No |
| 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 If an amendment leads to the withdrawal/suspension of a programme this should be made clear and a separate withdrawal/suspension form completed/  Any strategic issues related to collaborative activity or validated partnerships should be outlined where appropriate | | | 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.**  *For example, if a programme amendment affected students on a joint programme, where appropriate confirmation of approval from the other School(s) affected should be provided*. | | | 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).  Add N/A as a response where this question does not apply. | | | Yes / No |
| If the programme is accredited by a Professional or Statutory Body, has it approved any changes? *if yes, please ensure copies of the approval are part of the submission* | | | Yes / No |
| Does the amendment affect the marketing information for the programme? If yes, please attach revised marketing information.  *If yes, please ensure that it is made clear as the nature of the discussions undertaken and that any changes to marketing have been confirmed to be updated on approval of the amendment* | | | 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 committee  OR  Please 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 Teaching, Learning and Student Development\*
  + 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 Academic Development and Policy team (ADP), in the Division of Teaching, Learning and Student Development will email the following with notification of ratification:

* Associate Deans/Vice Deans
* Faculty Quality Administrators

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| Document control box | |
| Policy / Procedure title: | Interim Programme Amendment Form – for use during the Covid-19 outbreak |
| Date approved: | February 2021 |
| Approving body: | TLSD |
| Implementation date: | May 2020 |
| Version: | 1.9 October 2023 |
| Supersedes: | 1.8, February 2021 INTRODUCED FOR USE DURING COVID-19 |
| 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: | Louise Walmsley, Director of Teaching, Learning and Student Development (TLSD) |
| Lead contact: | Jo Hicks, Teaching and Learning Manager (Programmes), TLSD |

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| **Resources required to deliver the programme**  ***Please note and additional or change to resources required to support the amendment. Colleagues from each respective Division or Department will need to be consulted along with obtaining a signature by the relevant resource manager.  IF THERE IS NO CHANGE NEEDED THEN THE SIGNATURES CAN BE LEFT BLANK.***  ***Paperwork without these signatures will not be accepted.*** | | | | | | | | | | | | | | | | | |
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|  | **Library services** | | | | | | | | | | | | | | |  | |
|  | *Please stipulate the resources that are required by the University Library. In the circumstances that the programme does NOT require resources to be provided by the University Library please describe where those resources will be sourced* | | | | | | | | | | | | | | |  | |
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|  | *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 new programme/pathway for which it is expected that the University Library will ensure provision.* | | | | | | | | | | | | | | |  | |
|  |  | ***Name & Signature*** | | | | | |  | | ***Email*** | |  | | ***Telephone*** | |  | |
|  | **Academic Engagement Librarian** |  | | | | |  |  | |  | |  | |  | |  | |
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|  | **Information Systems** | | | | | | | | | | | | | | |  | |
|  | *1. How will the computing needs of the programme be used to support teaching and learning, assessment, communications and student support, and how will these needs be met?* | | | | | | | | | | | | | | |  | |
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|  | *2. What additional training or support requirements are there for staff and students in relation to the computing elements of the programme?* | | | | | | | | | | | | | | |  | |
|  |  | | | | | | | | | | | | | | |  | |
|  |  | ***Name & Signature*** | | | | | |  | | ***Email*** | |  | | ***Telephone*** | |  | |
|  | **IS Manager** |  | | | | |  |  | |  | |  | | *x* *7750641* | |  | |
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|  | **eLearning** | | | | | | | | | | | | | | |  | |
|  | *1.* *How will eLearning be used to support and enhance the programme?* | | | | | | | | | | | | | | |  | |
|  |  | | | | | | | | | | | | | | |  | |
|  | *2. What educational technologies will be used to support teaching and learning, assessment, communications and student support, and how will these needs be met?* | | | | | | | | | | | | | | |  | |
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|  | *3. What additional training or support requirements are there for staff and students in relation to the delivery of the eLearning elements of the programme?* | | | | | | | | | | | | | | |  | |
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|  |  | ***Name & Signature*** | | | | | |  | | ***Email*** | |  | | ***Telephone*** | |  | |
|  | **eLearning Manager** | *Anna Verges Bausili* | | | | |  |  | | *Anna.Verges@manchester.ac.uk* | |  | | *x* *57171* | |  | |
|  | **Head of Distance Learning (UMW ONLY)** |  | | | | |  |  | |  | |  | |  | |  | |
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|  | **Personnel Resource** *(include academic, technical, support and contributions from other schools)* | | | | | | | | | | | | | | |  | |
|  | How many new or significantly modified course units (and credit value) are needed? | | | | | | | | | | | | | |  |  | |
|  | *How many existing course units (and credit value) will no longer be needed?* | | | | | | | | | | | | | |  |  | |
|  | *If colleagues are* ***not*** *already in post to deliver these units, how do you plan to resource the staff requirement? (Please insert N/A to indicate staff are already in post)* | | | | | | | | | | | | | | |  | |
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|  | *For external colleagues, what level of experience will they be expected to possess; how will they be selected; what training will they undergo; how will the quality of these colleagues be monitored?* | | | | | | | | | | | | | | |  | |
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|  | *Explain, if necessary, how your strategy for staff appointments, especially in terms of investment in research strengths is consistent with the needs of this programme. Include consideration of any potential future staff losses which may affect the ability to run this programme.* | | | | | | | | | | | | | | |  | |
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|  | **Consumables and Equipment** | | | | | | | | | | | | | | |  | |
|  | *If the School strategy for equipment and/or consumables allocation does not already take into account the needs of this programme please indicate how these costs will be met, and/or any other consumables and equipment issues to be considered.* | | | | | | | | | | | | | | |  | |
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|  | *How will the costs associated with study abroad, field courses and/or placements be met? (Please insert N/A to indicate there are no such associated costs)* | | | | | | | | | | | | | | |  | |
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|  | **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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| Version: | 1.9 | Date: | October 2023 |
| <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=68707> | | | |