

Programme Amendments

GUIDANCE FOR UoM STAFF

What are Programme Amendments?

Programme Amendments are formal, approved changes to the structure or content of an existing academic programme. Amendments may be necessary for practical, pedagogic or resource reasons. However, any amendments must be balanced against the potential impact for applicants and registered students.

The later in the admissions cycle these amendments occur, the greater the impact is likely to be.

Programme Amendment types

Programme Amendments fall into 3 categories:

Minor Amendments

(full approval prior to implementation)

Changes that don't affect the material information required for CMA compliance.

Note: multiple minor amendments may have cumulative impact which will translate to a Major amendment. Your School Curriculum and Programmes team or Faculty Teaching and Learning Quality Team can provide further advice.

Major Amendments

(full approval 6 months prior to implementation)

Material changes that have implications for CMA compliance at the offer stage. Amendments in this category will require communications to be sent to offer holders and/or current students if changes occur *after* durable information has been sent to prospective students.

Significant Amendments

(full approval 18 months prior to implementation)

Material changes which have implications for CMA compliance at the student research and application stage. If changes are made after the approval deadline, applicants will need to be notified.

CMA Requirements (Key Principles)

The Competition and Markets Authority (CMA) provided [updated guidance](#) to Higher Education institutions about their obligations to students as *consumers*.

As a university, we must provide critical information to prospective students in order for them to make an informed decision about what and where to study. This is known as material information. Both academic and professional services colleagues are jointly responsible for ensuring we are compliant by providing this information and ensuring it is accurate.

To comply with the law, we must:

- Provide up front, clear, accurate, comprehensive, unambiguous and timely information to prospective and current students.
- Ensure our terms and conditions are fair and balanced, and do not disadvantage students.
- Ensure that our complaints handling processes are accessible, clear and fair to students.

Pre-submission checklist

Prior to submitting the Programme Amendment form, please ensure that you have:

- ✓ Consulted your School Curriculum & Programme (C&P), Assessment and Progression (A&P) team and/or Faculty Teaching and Learning Officer (EDPPP)
- ✓ Consider impacts on teaching, staffing, timetabling, resources, costs and admissions
- ✓ Considered the cumulative effect of the programme amendment(s) in light of any previous amendments within the same recruitment cycle
- ✓ Consult External Examiners (*for major/significant changes only*)
- ✓ Undertaken student consultation where required
- ✓ Engaged with partners for collaborative provision (*if applicable*)
- ✓ Secured approval via relevant Department/Division/School committees
- ✓ Consulted with Legal Affairs (*if relevant*)
- ✓ Consulted with the PSRB/Accrediting Body (*if applicable*)

Please consult the [Programme Amendment Matrix](#) for further guidance.

Programme Amendment Documents

The following documents are owned and updated by the central Teaching and Learning Delivery team

- [Programme Amendment Form](#)
- [Programme Amendment Matrix](#)
- [Programme Amendment Guidance](#) – *it is highly recommended that anyone writing a programme amendment reads this guidance carefully prior to completing the form*
- [Procedures for the Quality Assurance of Taught Collaborative Provision](#)

The following summarises the Programme Amendment process and responsibilities.

PROCESS STEP(S)	RESPONSIBILITY
- Consult with your School C&P team - Consult with the relevant External Examiner(s) for Major and/or Significant proposed amendments - Undertake student consultation through discussion with Student Representatives and Students' Union, as required. If possible, include views from student consultations and feedback from student surveys. - Consider the impact on teaching; impact on academic and PS staff; any additional costs arising as a result of the amendment(s). - Discuss any course unit-level amendments with the Timetabling/Scheduling team, as required, to ensure that clashes are avoided for units that are linked. - Consult with Admissions for any significant changes to entry requirements (raising or lowering grades). - Discuss and agree the proposed changes at relevant Programme/Department/Divisional/School Committee(s). - Submit all relevant Programme Amendment paperwork to the relevant Faculty Teaching and Learning Quality Team	Department/School
<i>For Collaborative Provision programmes, including Transnational Education, please ensure that you discuss with the relevant partners and/or global centres and their local regulators, to ensure that the wider implications of the proposed Programme Amendment are known. Partnership agreement of any programme amendments is requested on the programme amendment form.</i>	School
Record any Minor Amendments on the spreadsheet. This information should be retained within the School in accordance with the Records Retention Schedule. It should also be referenced to identify any cumulative effect of amendments.	School
- Review Major and Significant Programme Amendments and amendments with Cumulative Effect identified - Report approved Programme Amendments to TLD and circulate information to other relevant colleagues.	Faculty
Report all Major and Significant Programme Amendments to Senate (Oct, Feb, Apr, Jun)	Teaching & Learning Delivery Team (DSE)
Inform prospective students about the Programme Amendment(s) in line with CMA requirements (<i>if applicable</i>)	Student Admission and Administration (DSE)
Update the University Course Web page(s) to reflect the Programme Amendment(s).	Student Comms and Marketing (Faculty)
- Inform current students about the Programme Amendment(s) in line with CMA requirements (<i>if applicable</i>) - Update Programme Handbook(s), Campus Solutions, including CUIP and CMA Durable Information	School

Further information and Support

You should refer to the full [Programme Amendment Guidance](#) which sets out detailed information about the process and also includes further information about our CMA obligations. If you have any queries, please contact your School Curriculum and Programmes team, the relevant Faculty Teaching and Learning Officer (EDPPP), or the Teaching and Learning Delivery team: quality@manchester.ac.uk