

Completing the Programme Amendment Form

1. Process

The Programme Amendment Form should be developed in conjunction with the Programme Specification. All sections of the Programme Amendment Form must be completed.

The Programme Amendment Form will clarify the nature of the proposed amendments, the proposed date of implementation, and the implications of the amendment for students. This form, along with the updated Programme Specification, will enable the amendments to be implemented on the Student Information System.

Programme Amendment Forms and corresponding Programme Specifications should be submitted considered at the School / Institute Learning and Teaching Committee (or equivalent). The completed form must be signed by the Head of School / Institute(s) to denote that the proposal has the support of the responsible School / Institute(s) and submitted to the Academic Secretariat.

The Academic Secretariat will be log and scrutinise all proposals for completeness of information and the appropriateness of the proposed amendment. The Academic Secretariat retains the right to send an incomplete proposal back to the originator for amendment before it is processed.

The following types of programme amendments may require institutional level approval, depending on the level of risk involved. These will be assessed by ARCS on a case-by-case basis, and may be referred for consideration by Taught Programmes Board and, where applicable, Partnerships Board:

- programmes delivered through a collaborative arrangement;
- programmes involving work-based learning or study abroad;
- programmes involving distance learning.

2. Summary information

Programme title

Please provide the title of the programme as it has been approved.

Programme and route code

Please provide the programme and route codes of the programme to be amended. These can be obtained using the mySIS task > Academic Model, View Programmes and Routes by Department. If multiple programmes are to be amended, please include all programme and route codes.

Programme qualification

Please supply the basic information about the qualification(s) to be amended. If multiple qualifications are being amended (for example, a MA, and a PGDip), click the 'Add qualification' button to list each qualification clearly.

Mode of study

This section of the form requests information about how programme(s) are currently being delivered. If multiple modes of study are being amended, click the 'Add qualification' button to list each variation clearly. Please list all modes of attendance but not exit / interim awards.

Other Schools / Institutes involved in teaching the programme

If any elements of the programme are delivered by a school / institute other than the owning School / Institute, please list the School / Institute here. If more than one other school / institute is involved, please click the 'Add School' button, to list all schools / institutes fully.

Institutions other than QMUL involved in delivering the programme

If any other institution aside from QMUL is responsible for delivering any part of the programme, the name of the institution, and the nature of any collaborative arrangement should be detailed here. More information about collaborative provision can be found [here](#).

3. What are the proposed amendments?

Please provide clear details of the proposed amendment. The amendments listed in this section should be mirrored in the updated Programme Specification submitted with the amendment form.

If new modules are to be added to the programme(s) or if existing modules are to be permanently removed, the details of the modules should be included in the table on Page 2 of the form.

Please note that changes to programme titles, durations or modes of study can not be requested via the Programme Amendment Form. Due to the implications of these changes, amendments of this kind must be submitted as a new programme proposal.

4. Proposed date of introduction

Please specify the proposed date (month / year) that the programme amendment(s) should apply from. Programme amendments should not be retrospective.

5. Who does the amendment apply to?

Please specify whether the proposed amendment applies to new students only, existing students only, or both new and existing students.

6. Rationale

Please provide details of the rationale for the proposed amendment(s), and explain why it is to be applied to the cohort of students specified. Please note that a rationale must be included on all Programme Amendment Forms.

7. Resource implications of proposed amendment(s)

Please outline the resource implications of the proposed amendment(s). This may include details of additional staff, or specialised teaching space required.

8. Anticipated practical implications of proposed amendment(s)

Please indicate how students' study might be affected by the proposed amendment(s). Please give particular consideration to the impacts on part-time students (if applicable).

9. External examiner(s) and student consultation

If external examiner(s) and / or existing students have been consulted about the proposed amendment(s), please provide details of their comments.

10. Provision of information to students

Please specify how the affected students will be made aware of the proposed amendment(s) to their programme of study.