

# Completing the Programme Title Change Form

## 1. Process

After discussion within the School / Institute, a Programme Title Change Form should be completed, alongside an updated Programme Specification. All sections of the Programme Title Change Form must be completed and discussed with all relevant QMUL departments listed on the form.

The Programme Title Change Form will clarify the proposed new programme title, and will provide details of the rationale for the change. This form, along with the updated Programme Specification, will enable the amendments to be implemented on the Student Information System.

Following approval by the School / Institute Teaching and Learning Committee (or equivalent), Programme Title Change Forms should be submitted to the Academic Secretariat for scrutiny, and onward consideration by the Student Recruitment and Admissions Group (SRAG). SRAG maintains strategic oversight of QMUL's taught programmes portfolio, and its remit involves an ongoing review of the portfolio with regard to strategy, market research, student numbers, resource requirements and price.

Following SRAG approval, Programme Title Change Forms must then be discussed and approved by the Faculty Executive.

Completed and signed Programme Title Change Forms should then be returned to the Academic Secretariat for final scrutiny and implementation. This is to ensure that any potential issues relating to regulations, and set-up on the Student Information System (SIS) are resolved at an early stage. The Academic Secretariat retains the right to send an incomplete form back to the originator for amendment before it is processed.

The Academic Secretariat will notify Schools / Institutes and Marketing and Communications that the new programme title may be advertised.

## 2. Summary information

### *Programme title*

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

### *Programme and route code*

Please provide the current programme and route codes of the existing programme. These can be obtained using the mySIS task > Academic Model, View Programmes and Routes by Department. If multiple programme titles 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 is the proposed programme title?**

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

### **4. Proposed date of introduction**

Please specify the proposed date (month / year) that the revised title change should apply from. Programme title changes cannot be applied retrospectively.

### **5. Who will the new programme title be available to?**

Please clarify whether the new programme title will be available to new applicants only, or whether existing students and offer holders will be given the option to transfer to the new programme.

### **6. Rationale**

Please provide details of the rationale for the proposed title change. The rationale should be supported by the Marketing information provided in the section below.

## **7. Marketing Information**

Schools / Institutes should provide evidence that there is a demand in the market for the revised programme title. **Advice must be sought from Marketing and Communications** in identifying this information. This section might include:

- A level trends and UCAS or HESA data;
- UK, EU and international economic data and regional, national or sector-specific data;
- Consideration of whether the market is UK-only, EU or international (consult International Office);
- Feedback from prospective, current and former students - via questionnaire or focus groups;
- Employer feedback / feedback from Professional, Statutory and Regulatory Bodies (consult the Careers Service).

## **8. Competitor provision**

Please provide a brief summary of similar programmes offered by other Higher Education Institutions (where applicable). The summary should include: programme titles, length of time that the programmes have been offered, number of applicants, and the number of registered students.

## **9. External examiner(s) and student consultation**

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