

# THE GLASGOW SCHOOL OF ART

## MAJOR PROGRAMME AMENDMENT POLICY

### POLICY DETAILS:

Date of approval	6 December 2023
Approving body	Academic Council
Supersedes	Major Programme Amendment Policy October 2023
Date of EIA	December 2017
Date of next review	<i>See departmental schedule</i>
Author	Academic Quality Office
Responsible Executive Group area	Registrar and Secretary
Related policies and documents	<b>Pro formas:</b> <ul style="list-style-type: none"><li>• Major Programme Proposal pro forma</li><li>• Programme Information Document</li><li>• Programme Specification</li><li>• Course Specification</li></ul>
Benchmarking	UK Quality Code for Higher Education University of Glasgow

## THE GLASGOW SCHOOL OF ART

### MAJOR PROGRAMME AMENDMENT POLICY

#### 1. GENERAL APPROACH

- 1.1 Procedures for the approval of major amendments to programmes exist to ensure that academic standards are maintained.
- 1.2 From session 2017/18, the University of Glasgow, validating body for GSA's degree programmes, has delegated responsibility for major programme amendment approvals to GSA's Academic Council.
- 1.3 Major amendments to programmes are approved after careful consideration of their relevance and appeal to students, their compatibility with other programmes offered, and the strategic objectives of the School and GSA as a whole. Consideration shall be given to the availability of resources, the coherence and academic standard of constituent courses, the quality of the student learning experience and the standard and appropriateness of awards offered on completion of the amended programme.
- 1.4 GSA and Schools shall demonstrate their commitment to diversity and promoting equality by ensuring that due regard is given to the requirements of the Public Sector Equality Duty (PSED) in the implementation and application of this policy.
- 1.5 Amendments to programmes are either classed as major or minor. These classifications are defined by the University of Glasgow and are available from the Senate Office. For guidance on process, please contact the Academic Quality Office and see the following link to the University of Glasgow website:  
  
<http://www.gla.ac.uk/services/senateoffice/qea/progdesignapproval/programmeapproval/majorminor/>
- 1.6 This process enables for the management and oversight of major programme amendments. Amendments to programmes which are deemed to be minor should follow the Minor Programme and Course Amendment Policy which is available on GSA's website. Amendments to an individual course, including a proposal for a new course, should follow the Minor Programme and Course Amendment Policy.
- 1.7 Programme Leaders ensure that the cohort of students affected by the major programme amendment is involved in programme design. This engagement may be sought in a variety of ways including participation in Staff Student Consultative Committees, at which informal discussions relating to the development of the programme or related course may take place.
- 1.8 Major Programme Amendment proposals for programmes which are collaborative in nature are required to undertake the additional requirement of the consideration and completion of pro formas which relate specifically to Collaborative Provision. The Academic Quality Office will advise Programme Leaders of the information, documentation and approval routes regarding their particular proposal.
- 1.9 In the case where the Major Programme Amendment proposals includes a collaborative or joint undertaking with the University of Glasgow, Programme Leaders shall contact the Academic Quality Office at an early stage to ensure that the correct process is followed.

Where GSA is the administering institution, the GSA's Major Programme Amendment Policy would apply. Where the University of Glasgow is the administering institution, the University's approval process would apply. Programme Leaders should also refer to GSA's suite of Collaborative Provision policies available from the Academic Quality Office.

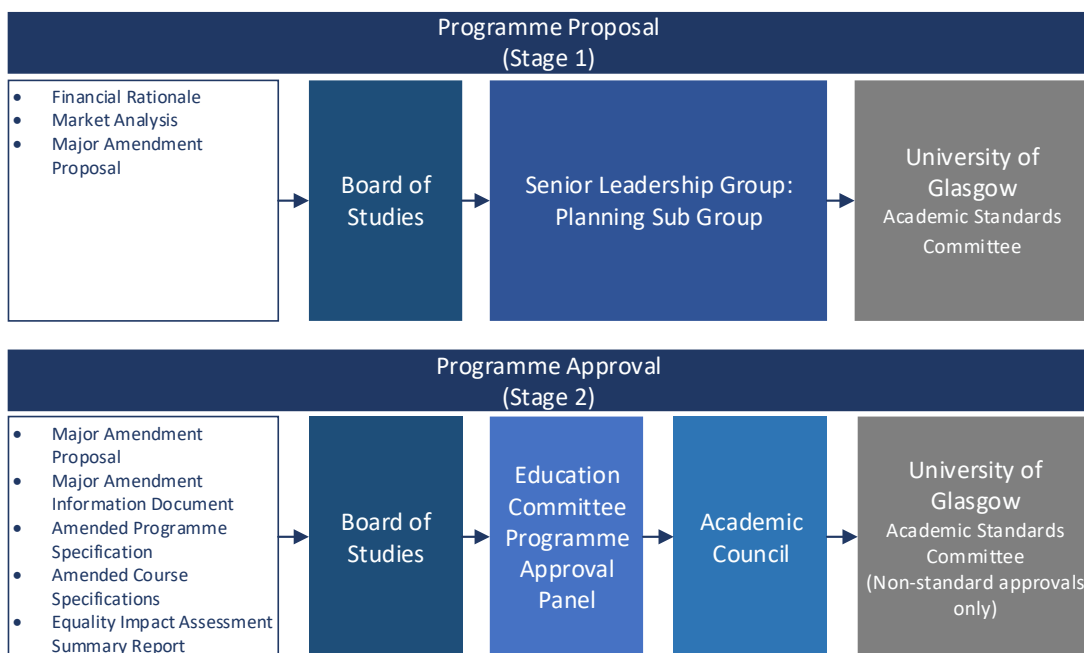
## **2. PRECEPTS**

- 2.1 Programme Leaders shall, at an early stage, discuss their outline changes with the Head of Programme Development. Following this initial discussion, the Head of Programme Development will advise Programme Leaders to contact the Academic Development Office.
- 2.2 The Academic Quality Office shall establish whether a standard or bespoke approach to programme changes is required and provide appropriate guidance to the Programme Leader and will advise Programme Leaders of the information, documentation and approval routes regarding their particular proposal.
- 2.3 All programme changes shall be compatible with the QAA UK Quality Code for Higher Education, Benchmark Statements, Professional, Statutory and Regulatory Bodies (PSRBs), Scottish Credit and Qualifications Framework (SCQF) Guidance and the academic standards of GSA and the University of Glasgow.
- 2.4 GSA and Schools shall recognise the importance of not disadvantaging students currently enrolled on a programme.
- 2.5 Proposals for major programme amendments shall satisfy School Boards of Studies and GSA's Senior Leadership Group Planning Subgroup that the academic rationale and the business case for the proposed amendments are in keeping with GSA expectations and reputation.
- 2.6 Throughout the Programme Proposal and Programme Approval stages of the process, the Programme Leader shall inform the Director of Finance of any change to the financial position of the programme proposal.
- 2.7 All major programme amendment proposals shall satisfy Boards of Studies and Academic Council that the assurance and review of academic quality and standards is in keeping with GSA expectations and reputation.
- 2.8 Boards of Studies shall not approve or recommend programme changes without having been assured by the Programme Leader that the proposal has been fully discussed with the Academic Quality Office and that the proposal has satisfied the guidance provided.
- 2.9 School Boards of Studies are responsible for the detailed scrutiny of Major Programme Amendment approval documentation and for making recommendations to the Education Committee. It is to Education Committee that Academic Council has delegated responsibility for consideration on its behalf. Education Committee shall make approval recommendations to Academic Council.
- 2.10 Academic Council shall be responsible for approving programme changes in terms of academic matters. The Senior Leadership Group Planning Subgroup may require to be assured regarding academic and non-academic matters.

- 2.11 Approval in principle from the University of Glasgow of the major programme amendment proposal is necessary for programmes at degree level or above. Formal approval requests shall be submitted in consultation with the University's Academic Collaborations Office (ACO) via the GSA's Academic Quality Office.
- 2.12 Programme Leaders shall ensure that all students are consulted on proposals for major amendments to their programme.
- 2.13 Programme Leaders shall ensure that the current External Examiner(s) is consulted on proposals for major amendments to the programmes.
- 2.14 The Annual Report to the Senate of the University of Glasgow is considered by the Joint Liaison Committee and shall be appropriately utilised to inform and update the University regarding new and proposed programme provision. Furthermore, the Academic Quality Office will keep the ACO updated throughout the year.
- 2.15 Schools and departments shall assist the Academic Quality Office in establishing a current, transparent and accessible archive of programme and course specifications.
- 2.16 The Programme Leader is responsible for ensuring that the final version of the approved Programme and Course Specifications are submitted to the Academic Quality Office.

### **3. PROCESS FOR APPROVAL OF MAJOR PROGRAMME AMENDMENTS**

- 3.1 The precepts detailed in 2.1 – 2.16 apply.
- 3.2 Proposals for major programme amendments follow the Programme Approval process: a *Major Programme Amendment Proposal* is submitted to the respective School Board of Studies and thereafter to the Senior Leadership Group Planning Subgroup for consideration and approval. Following Senior Leadership Group Planning Subgroup approval, a *Major Programme Amendment Information Document* is submitted to the Programme Approval Panel meeting, via Boards of Studies for consideration and approval.
- 3.3 The workflow for how the process is conducted is set out below. There is scope for this process to span two academic sessions.



### ***Major Programme Amendment Proposal (Stage 1)***

- 3.4 School's Boards of Studies and the Senior Leadership Group Planning Subgroup are responsible for the consideration and approval of the Major Programme Amendment Proposal. Key considerations are the academic rationale and the business case, including an initial assessment of matters such as resource, recruitment and risk.
- 3.5 Following consideration and approval by the relevant Board of Studies, Programme Leaders should submit the completed documentation to the Academic Quality Office two weeks in advance of the Senior Leadership Group Planning Subgroup meeting.
- 3.6 The Academic Quality Office is responsible for reviewing the proposal and preparing an overview paper for consideration by the Senior Leadership Group Planning Subgroup.
- 3.7 The relevant Head of School is responsible for presenting the proposal at the Senior Leadership Group Planning Subgroup.
- 3.8 The Programme Leader shall consult with the GSA Director of Finance at an early stage to establish whether the Financial Rationale needs to be revisited as a result of the proposed amendment. If it is established that this is the case, an amended Financial Rationale must be submitted to the Director of Finance prior to finalisation of the Major Programme Amendment Proposal in order to enable the consideration of the resourcing and risk management of the proposal. The proposal cannot proceed until there is approval, in principle, from the Director of Finance.
- 3.9 The updated Financial Rationale should be submitted to the Academic Quality Office by the Director of Finance and it is the responsibility of the Programme Leader to ensure that this is undertaken in line with the timescales agreed.
- 3.10 The Programme Leader shall consult with the Head of Student Recruitment at an early stage to establish whether it would be necessary to complete a Programme Assessment Template and undertake market research from the market research company. If it is agreed that market research company input would be appropriate, this should also be submitted, along

with the Major Programme Amendment Proposal to the Board of Studies and the Senior Leadership Group Planning Subgroup. Programme Leaders should note that the market research company may need up to six weeks to produce this report.

- 3.11 Following Senior Leadership Group Planning Subgroup approval, the Major Programme Amendment Proposal will be submitted to the University of Glasgow's Academic Standards Committee for consideration and approval. Major Programme Amendment Proposals cannot progress to the next stage until Academic Standards Committee in-principle approval is received.
- 3.12 Subsequent to in principle approval of the Major Programme Amendment Proposal by Academic Standards Committee, the new programme may be advertised as being "subject to validation". It is important to note that marketing literature and offers of admission must clearly state that the provision is subject to validation and the achievement of required student numbers.

### ***Major Programme Amendment Approval (Stage 2)***

- 3.13 Following the approval of the Major Programme Amendment Proposal by School Board of Studies and then by the Senior Leadership Group Planning Subgroup, and in-principle approval from the University of Glasgow's Academic Standards Committee, Major Programme Amendment Approval documentation is developed by the Programme Leader.
- 3.14 Subject to 'in-principle support' of the proposal by the University of Glasgow's Academic Standards Committee, GSA's Academic Council is responsible for the approval of the major programme amendment. Once complete, the programme amendment documentation is submitted by the Programme Leader to the School Board of Studies for consideration, and then to Education Committee Programme Approval Panel for approval, following which it is recommended to Academic Council for consideration and approval. Finally, where the proposal may be non-standard, University of Glasgow's Academic Standards Committee will be invited to consider and approve the major programme amendment documentation recommended by Academic Council following a validation event.
- 3.15 Prospective students must be informed as soon as possible about any proposed change to the programme they are applying for.
- 3.16 Any impact on the existing Equality Impact Assessment as a result of the amendment should be considered, and any potential negative implications mitigated or removed.
- 3.17 External Examiner representation is expected at the Approval stage.
- 3.18 Representation from the University of Glasgow is expected at Approval stage. In cases where the major programme amendment being proposed is a joint collaboration with the University of Glasgow, two representatives from the University will be invited to attend.
- 3.19 Board of Studies consideration may be delegated to an extraordinary meeting of the Board of Studies (which shall be open to all members). Details regarding the membership and documentation required are outlined in the table below.

Boards of Studies		
Convenor	Membership/Input	Documentation
Head of School or Convenor of the Board of Studies	<p>To <b>attend</b>:</p> <ul style="list-style-type: none"> <li>• Head of Learning and Teaching</li> <li>• Senior Academic Fellow for Digital Learning (if appropriate)</li> </ul> <p>It shall also include <b>input</b> from:</p> <ul style="list-style-type: none"> <li>• Internal Critical Friend (from GSA but outwith that School)</li> <li>• External Examiner (normally written)</li> <li>• Employer(s) (normally written)</li> <li>• Students (normally written and by representation)</li> </ul>	<ul style="list-style-type: none"> <li>• Major Programme Amendment Proposal</li> <li>• Major Programme Amendment Information Document</li> <li>• Programme Specification (with amendments highlighted as appropriate)</li> <li>• Course Specifications (with amendments highlighted as appropriate)</li> </ul>

3.20 Education Committee consideration is delegated to an Education Committee Programme Approval Panel. Details regarding the documentation, and approval process are outlined in the table below. The membership is detailed in the Programme Approval Panel remit and membership.

Education Committee: Programme Approval Meeting
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Major Programme Amendment Proposal</li> <li>• Major Programme Amendment Information Document</li> <li>• Programme Specification (with amendments highlighted as appropriate)</li> <li>• Course Specifications (with amendments highlighted as appropriate)</li> </ul>
<p><b>Approval Process</b></p> <p>The <b>Education Committee Programme Approval Panel</b> shall recommend approval on the basis that:</p> <ul style="list-style-type: none"> <li>• the proposal is of an appropriate standard, or</li> <li>• recommendations are addressed (normally within the first year of implementation), and/or</li> <li>• conditions are addressed (normally prior to Academic Council consideration).</li> </ul>
<p>The <b>Education Committee Programme Approval Panel</b> report to Academic Council shall:</p> <ul style="list-style-type: none"> <li>• specify any recommendation or conditions</li> <li>• identify points of good practice</li> <li>• identify how account was taken of student feedback and students' views in general</li> <li>• recommend the date on which the delivery of the provision should commence (normally the next academic session)</li> <li>• the length of the approval period (normally the period of approval (validation) shall be the remainder of the outstanding period of approval for the original programme).</li> </ul>
<p>The <b>Convenor of the Education Committee Programme Approval Panel</b>, supported by the Academic Quality Office, is responsible for:</p> <ul style="list-style-type: none"> <li>• confirming to the next meeting of Academic Council that conditions have been appropriately satisfied.</li> <li>• confirming to the next meeting of the University of Glasgow's Academic Standards Committee that any outstanding conditions have been appropriately satisfied.</li> </ul>

- 3.21 Recruitment and admission to the amended programme or pathway will take place in accordance with GSA standard regulations and practices. Responsibility for monitoring the level of recruitment rests with the relevant Head of School, in consultation with the Head of Student Recruitment and the Admissions Target Group.

#### **4. MARKETING**

- 4.1 Marketing, target setting and recruitment requirements shall be addressed in consultation with the Head of Student Recruitment and the Director of Strategy and Marketing and evidenced in the *Major Programme Amendment Proposal* in the form of:

- a. analysis of the potential market for the amended programme in the UK and internationally, prepared in consultation with the Head of Student Recruitment, which includes
  - i. Analysis of enquirer data.
  - ii. Analysis of data on market trends e.g. HESA data or UCAS data if the programme primarily aims to recruit recent graduate students.
  - iii. Competitor analysis.
  - iv. Research with existing students.
  - v. Research with employers/potential funders showing evidence of industry demand.
  - vi. Examples of career paths available to graduates.
  - vii. Consultation with relevant professional bodies.
  - viii. Evidence of an EU/non-EU market

The role of Marketing and Communications in this process will not be to define whether or not there is a market for proposed amendment to the programme but to review whether or not an appropriate level of market research has been undertaken and, on the basis of the evidence provided, to comment upon the likely demand for a programme and its probability of delivering the target number described.

- b. definition of an outline marketing strategy.
  - c. definition of minimum and maximum student numbers and targets for the first five years of the amended programme.
  - d. completion and submission of the Programme Assessment Template to the Head of Student Recruitment together with the market research from the market research company (if appropriate) which should form part of the business case submitted to the Senior Leadership Group Planning Subgroup.
- 4.2 After approval of the Major Programme Amendment Proposal:
- a. if appropriate, a revised target number of offers to be made for the first year of operation shall be agreed between Head of School and Head of Student Recruitment.
  - b. if appropriate, a revised marketing strategy shall be agreed between Head of School and Director of Strategy and Marketing.



- c. applications shall be monitored monthly through the Admissions Target Group. The Head of School shall be responsible for maintaining oversight of progress towards targets.
- d. registry shall routinely and regularly inform Schools of applicant numbers.
- e. if admissions target has not been achieved by a specified date (determined by the Senior Leadership Group Planning Subgroup), the Head of School, in consultation with the Directorate, shall determine whether or not a programme will run taking into account the possibility of incurring a deficit or the need to have the programme underwritten by the Directorate.

**Templates:**

- Major Programme Amendment Proposal pro forma
- Major Programme Amendment Information Document