

MINOR PROGRAMME AND COURSE AMENDMENT POLICY

POLICY DETAILS:

Date of approval	26 October 2022
Approving body	Academic Council
Supersedes	Programme and Course Amendment Policy (Minor), December 2021
Date of EIA	November 2016
Date of next review	<i>See departmental schedule</i>
Author	Academic Quality Office
Responsible Executive Group area	Registrar and Secretary
Related policies and documents	Pro formas: <ul style="list-style-type: none"> • Course Information Document • Programme Specification • Course Specification
Benchmarking	UK Quality Code for Higher Education University of Glasgow

THE GLASGOW SCHOOL OF ART

MINOR PROGRAMME AND COURSE AMENDMENT POLICY

GENERAL APPROACH

Amendments to programmes can be classed as *major or minor*. These classifications are defined by the University of Glasgow and are available from the University of Glasgow Academic Policy and Governance. For guidance on which process applies, please contact the Academic Quality Office and see the following link to the University of Glasgow website:

<https://www.gla.ac.uk/myglasgow/apg/qea/progdesignapproval/programmeapproval/majorminor/>

This process enables the management and oversight of minor programme and course amendments. Amendments to programmes which are deemed to be *major* should follow the Major Programme Amendment Policy) which is available on GSA's website.

PRECEPTS

- 1.1 Proposers shall, at an early stage, discuss their outline changes with the Academic Quality Office.
- 1.2 The Academic Quality Office shall establish whether a standard or bespoke approach to programme and course changes is required and provide appropriate guidance to the proposer.
- 1.3 All programme and course changes shall be compatible with the UK Quality Code for Higher Education, Subject Benchmark and Characteristic Statements, Professional, Statutory and Regulatory Bodies (PSRBs), Scottish Credit and Qualifications Framework (SCQF) and the academic standards of GSA and the University of Glasgow.
- 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 Duty (PSED) in the implementation and application of this policy.
- 1.5 All programme and course changes shall satisfy Boards of Studies, Programme Approval and Course Approval and Amendment Group (PACAAG) as a sub-group of Education Committee, and Academic Council that the assurance and review of academic quality and standards is in keeping with GSA expectations and reputation.
- 1.6 Approval from the University of Glasgow shall be sought only where appropriate. When appropriate, approval requests shall be submitted in consultation with the University's Academic Collaborations Office via the GSA Academic Quality Office. The Academic Quality Office will advise as appropriate when consulted by the Programme Leader.
- 1.7 Programme Leaders shall ensure appropriate students consultation, on proposals for minor amendments to their programme or course.
- 1.8 Programme Leaders shall ensure that the current External Examiner(s) is consulted, where appropriate, on proposals for minor amendments to the programme or course.
- 1.9 Academic Council shall be responsible for approving programme and course changes in terms of academic matters. The Senior Leadership Group may require to be assured regarding academic

and non-academic matters. The Academic Quality Office will advise proposers of the information, documentation and approval routes regarding their particular proposal.

- 1.10 Boards of Studies shall not approve or recommend programme and course changes without having been assured by the proposer that the proposal has been fully discussed with the Academic Quality Office and that the proposal has satisfied the guidance provided by the Academic Quality Office.
- 1.11 The Academic Quality Office is responsible for maintaining the final approved versions of all programme and course specifications, and Schools and departments shall assist the Academic Quality Office in maintaining a current, transparent and accessible archive of programme and course specifications.
- 1.12 The Programme Leader is responsible for ensuring that the final version of the approved documentation is lodged with the Academic Quality Office. The Academic Quality Office will hold and maintain a record of the final versions of programme and course specifications.

PROCEDURE

Minor Programme and Course Amendments

- 2.1 The precepts detailed in 1.1 – 1.12 apply.
- 2.2 It is recommended that Programme Leaders refer to the Minor Programme and Course Amendment Policy, and consult with the Academic Quality Office at an early stage for clarification regarding what constitutes a minor amendment.
- 2.3 The Academic Quality Office will provide the current and up-to-date Programme and Course Specifications in a format which can be edited.
- 2.4 Proposed programme and/or course amendments are considered first by Boards of Studies, then by the Programme Amendment and Course Approval and Amendment Group (PACAAG). The proposer must submit the following documentation:
 - Minor Programme and Course Amendment Pro forma;
 - Updated Programme Specification (as appropriate); and/or
 - Updated Course Specification (as appropriate).

Role of Board of Studies

- 2.5 Board of Studies must be satisfied with the documentation before the proposer may submit the amendments to PACAAG for consideration.
- 2.6 The Minor Programme and Course Amendment Pro Forma requires the proposer to consider implications for Support Departments, and to consult where appropriate with relevant Support Departments, External Examiners, and Professional, Statutory and Regulatory Bodies (PSRB). Board of Studies must be satisfied with the information given and the consultation undertaken by the proposer before the documentation may be submitted to PACAAG.

2.7 Amendments to a cross-School course:

- i. If a cross-School course is taken as a core course, the Board of Studies for all relevant¹ Schools must be satisfied with the documentation before submission to PACAAG;
- ii. If a cross-School course is taken as an optional or elective course, only the Board of Studies for the School which delivers the course (i.e. the Lead School) must be satisfied with the documentation before submission to PACAAG.

2.8 Any amendment made to Programme or Course Specifications shall be highlighted as appropriate with track changes.

Role of PACAAG

2.9 PACAAG is responsible for providing focused deliberation on minor programme and course amendments and considers these matters on behalf of Education Committee.

2.10 The report from the PACAAG meeting is listed on the subsequent Education Committee and Academic Council agenda for approval, papers from the meeting are made available on Office 365, and may be considered at Academic Council should any member request this.

2.11 Education Committee and Academic Council are informed of the rationale for any rejected programme and course amendments, which would be noted in the minutes reported to Education Committee and Academic Council.

Timeline

2.12 The following timeline should be used as a guide for proposing minor amendments. Programme Leaders are advised to contact the Academic Quality Office to request the exact deadlines for a specific academic session.

Academic Session prior to that of the intended launch of the minor amendments:	
Semester 1 to Early Semester 2	Programme Leader develops proposal for minor amendments and submits the completed proposal to the relevant School's Board of Studies in Semester 2.
Semester 2 (at the latest)	Board of Studies convenes to review and approve proposals. Programme Leader makes any further amendments as required. Board of Studies submits approved proposals to PACAAG.
Semester 2 (standardly April)	PACAAG convenes to review and approve proposals. Programme Leader makes any further amendments as required.
End of Semester 2	Academic Quality Office confirms approval of the proposals and re-publishes the updated programmes and/or course specifications on the GSA website.

¹ A School is considered relevant if the course is or could be taken by students in that School.

Academic Session of the intended launch of the minor amendments:	
Start of Semester 1 (of the following academic session)	Launch of amended programme and/or course.

Minimal Amendments

2.13 Where proposed changes to the programme or course specification are minimal, there is scope to approve the amendment by Convenor's Action. Minimal changes may include the correction of typos, updating course tutor details or amending the timetable of when the course is delivered. The Academic Quality Office will advise as appropriate when consulted by the Programme Leader.

Guidance:

- Programme Amendment and Course Approval and Amendment Group (PACAAG) Remit and Membership

Templates:

- Minor Programme and Course Amendment pro forma