

## **Programme and Module Amendment – Required Approval Panels**

Some proposed amendments to a programme and module require initial endorsement from different approval panels prior to being considered by the Programme and Module Amendment Panel (PMAP). The below table clarifies what amendments require endorsement before PMAP and which university panel endorsement must be sought from. Please ensure you consider the endorsement and approval workflow of both the initial endorsement panel and of PMAP when submitting a proposal. For example, PMAP proposals require endorsement by your Director of School, while other approval panels may require endorsement by SMT or FMT.

Not all proposed changes require approval by PMAP. Changes that do not require approval from a university panel should be created, marked as complete and submitted to implementation for your Associate Academic Registrar to consider and complete.

Use this table to support your understanding of the Programme and Module Amendment Guidance, [accessible here](#).

### **Glossary**

APFP	Academic Planning and Fees Panel
PSRB OP	Professional Statutory and Regulatory Body Oversight Panel
RPP	Recruitment Policy Panel
VROP	Validation and Review Oversight Panel

<b>Proposed Amendment</b>	<b>Endorsement Panel before PMAP?</b>	<b>PMAP</b>
Changes to a programme's title and/or award.	✓ APFP	✓
Changes to a programme's credit value.	✓ APFP	✓
Changes to a programme's mode of study and/or introduction of a new mode of study.	✓ APFP	✓
Changes to a programme's mode of delivery.	✓ APFP	✓
The addition or removal of an alternative target award(s).	✓ APFP	✓
The introduction or removal of cohort intake months.	✓ APFP	✓

Changes to a programme's start date.	✓ APFP	✓
The addition or removal of routes within a programme.	✓ APFP	✓
Changes to a programme's duration, including the addition of a placement or Study Abroad Year.	✓ APFP	✓
Changes to programme or module aims, learning outcomes	✗	✓
Replacement or removal of modules within a programme.	✗	✓
Changes to module codes or titles.	✗	✓
Changes to module offerings (e.g. a change from Semester 1 to Semester 2).	✓ APFP <sup>1</sup>	✓
Changes to module assessment.	✗	✓
Changes to learning hours and type.	✗	✓
Changes to a programme's entry requirements.	✓ RPP	✓
Changes to a programme's location of study.	✓ VROP	✓
Inclusion/withdrawal of a variance from the university's Academic Framework Regulations.	✓ PSRB OP	✓
Teaching Responsibility.	✗	✗
Subject Area.	✗	✗
Module Content (e.g. Outline syllabus, Module Overview or Additional Information <sup>2</sup> ).	✗	✗
Module Contacts.	✗	✗

<sup>1</sup> If the module is a single-module CPD, it is defined as a programme and therefore a change to the programme offering would require a submission to APFP prior to PMAP.

<sup>2</sup> Changes to a module's outline syllabus, module overview or additional information only requires formal approval if they impact upon the module's aims, learning outcomes or assessment.