

Quality Process Sheet 15: Programme title changes**Process:**

On agreement within the Faculty that a programme requires a title change, the academic lead must contact the Quality Account Manager in order to take this forward.

The Quality Account Manager will create an on-line Market Impact and Authorisation (MIA) for the academic lead to complete and will send a link to that form via e-mail. The MIA must be completed and once this has been done, the academic lead should notify the Quality Account Manager who will ensure the form is signed off by the Faculty Executive.

The status of the MIA is changed to 'ready for PDG' and this enables the members of the Portfolio Development Group (PDG) to be sent a link to the documentation by the officer of PDG. The Chair of PDG is the Pro Vice Chancellor Student Experience.

The members of PDG indicate 'authorisation to proceed' or 'discuss' prior to the meeting and then during PDG (or by the Chair if a virtual meeting) will then authorise, authorise with conditions, or not authorise the MIA.

A MIA outcome is produced which will alert all interested parties to the change. If changes are proposed after the admissions cycle has started, offer holders and applicants should be made aware of changes to advertised information, but would not be asked to approve them. At registration applicants will agree to the current version of the programme. All UG title changes must therefore be submitted to PDG by the March meeting to allow Admissions enough time to contact applicants about the change, before the offer decision deadline passes in May so that students can take up an offer elsewhere if desired.

In the exceptional case where faculties request a title change that will affect current students;

As outlined in the QMEF, PDG will only consider title changes that impact on current students in exceptional circumstances where a clear case can be articulated that not making the change would significantly disadvantage student's post-graduation.

A programme title change that will be applied to current students constitutes a material change and therefore requires agreement from all students before it can be implemented.

The MIA must be sent to PDG clearly articulating that the change will apply to current students and the rationale behind this.

PDG will consider the case. If they consider the argument to be sound then the MIA will be authorised with conditions and the academic team must then consult with, and seek approval from, all of the affected students. At this stage, the change can be authorised for prospective students and Admissions proceed to contact all applicants on the programme if appropriate.

SAT must be involved to ensure ALL students (including those who have suspended their studies or on placement or study abroad years) have been communicated with. Unanimous student consent in writing must be obtained as part of this process. Faculties must ensure all reasonable efforts are made to obtain student support for the proposed changes. This includes making repeated attempts to contact students. Consent must always be obtained

before formal authorisation and students must be informed that the changes remain subject to formal approval. Faculties must ensure that an audit trail of the correspondence with the students is kept, including any potential issues that are raised.

If unanimity is not reached a decision must be made whether to proceed with the change for existing students and allow mitigation / compensation for those who have rejected the change or whether to apply the change for new students only. For example, mitigation might mean enabling individuals to transfer to another programme.

As part of the process, the academic team complete the Student Consultation Form for Material Changes to evidence student consent and present this to PDG. If PDG is satisfied the process has been followed and an appropriate level of agreement has been reached, then the conditions will be judged to have been met and the title change will be authorised. The MIA outcome will then be circulated as normal. Students must then receive formal communication of the change and an updated version of the material programme information, this will be facilitated by SAT.

Quality Account Manager:

- Create Work Log in CAR (Curriculum Approval and Review SharePoint site)
- Create Market Impact and Authorisation (MIA) using 'MIA in development' as status
- Select 'title change'
- Send link to MIA to academic lead for completion (copy in Quality Officer, ROM and Associate Dean Resources)
- When advised that the MIA is complete, change the status on CAR to 'Ready for PDG'. This enables the MIA to be seen by the Portfolio Development Group
- Advise the officer of PDG that the MIA is ready
- Following authorisation to proceed by PDG the Quality Account Manager will receive a MIA Outcome confirming the decision