

## **APPG GUIDANCE 1: Relationship between Course Change, Course Re-Approval and APPG**

### **Regulations and Policy**

In 2015, the [Competition and Markets Authority \(CMA\)](#) published advice for higher education providers to help them comply with their consumer law obligations. To comply, departments need to consider the impact that changes to programmes and modules may have on current and prospective students (applicants).

The University has student [Terms and Conditions](#), which is updated every year and sent to every student when a course offer is made. A binding contract is formed between the University and the Applicant when the Applicant accepts the offer of a place at the University. Section 9 and 10 outlines our obligations around changes to programmes and module selection and what students can expect from us.

The University has interpreted our consumer law obligations and provides guidance and practical advice on when and how to inform, consult or seek consent from students when making changes and this is articulated in the [Course Closure, Suspension and Significant Change Policy and Procedures](#)

Students are made aware that optional modules may change from time.

The process for making changes to courses and modules is outlined in the [Course Planning and Approval/Re-approval Process](#) and in [CTMC Guidance on Amendments to Modules and Courses](#).

### **The Role of APPG**

[Academic Planning and Portfolio Group \(APPG\)](#) has responsibility to approve, on behalf of University Executive Board (UEB), proposals for significantly revised courses to proceed to academic planning and Approval. Significant changes constitute alterations to a course that could potentially affect the decision of an applicant to take up their place and/or significantly vary the information provided to applicants or to students regarding the nature of the course and its component parts.

A significant change might include:

- a change to the award title
- a change to the accreditation arrangements
- significant changes to the content of the programme such as adding or removing a mandatory module
- changes to the method of delivery or method of assessment of the programme such that the overall learning outcomes of the programme are fundamentally different
- significant changes to the location which the programme is taught.

In addition to the above, any Course and Module where consideration should be given to the implications for contractual liabilities, resource implications, public information, and communications with applicants and/or students, is subject to the agreement of APPG.

Where significant change is being proposed, the course team should complete [APPG Form 3: Request for Significant Change](#)

### **Course Re-Approval**

Course Re-approval, by its nature, is significant change otherwise the changes would be managed via other UW processes.

#### Low risk Re-Approval

Where the Course Re-Approval is considered to be straightforward, the course team should complete the [APPG Form 3: Request for Significant Change](#) with a proposed copy of the amended Award map appended. Straightforward change could be:

- The addition of, or changes to, more than 90 credits of a course (affecting more than 50% of any one level of the course, or more than 25% of a course in total)
- Substantial change to the curriculum, assessment or modules within a course or substantial changes to mandatory modules which results in a significant change to the course offer.

In the case of the straightforward re-approval, the College Director may approve [APPG Form 4: Provision of Information for Prospective Students](#) outside of the APPG process.

#### Complex Re-Approval

Where the Course Re-Approval has implications for contractual liabilities, resource implications, public information, and communications with applicants and/or students, the course team should complete the [APPG Form 1: New Course Proposal](#)

In the case of more complex re-approval, the [APPG Form 4: Provision of Information for Prospective Students](#) should be submitted for consideration by APPG.

### **College Course and Module Amendments Sub-Group**

The University's approach to managing Module and Course Amendments is underpinned by a commitment to proportionality based on the perceived level of risk, the impact on the course as approved, and the associated level of externality required to inform and confirm the revision.

In the main, Module and Course Amendments are managed by the School through the College CMAS Committee. The process for making changes to courses and modules is outlined in the [Course Planning and Approval/Re-approval Process](#) and in [CTMC Guidance on Amendments to Modules and Courses](#).

The effect of minor changes over a period of time may lead cumulatively to a significant revision of the course as originally approved. An annual paper is prepared by the School for the College LTQE Committee, identifying the volume and level of change made to modules, and makes recommendations for courses which should undergo re-approval.