Programme Design, Approval, Amendment, Review and Withdrawal Policy

Version Number 2.9

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Quality Management Office

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Abbreviations and acronyms

ADNPC – Academic Development and Number Planning Committee

CPARP – Collaborative Programme Approval and Review Panel

HOCAG – Home Office Compliance Assurance Group

PARP – Programme Approval and Review Panel

PMEP – Programme Monitoring and Enhancement Procedure

PPRR – Periodic Programme Review and Re-approval

PSRB – Professional, Statutory and Regulatory Bodies

QAA – Quality Assurance Agency

QMO – Quality Management Office

ULTC – University Learning and Teaching Committee

1. Purpose

1.1.   This document outlines the principles and regulations governing the design, approval, amendment, review, reapproval, suspension and withdrawal of taught programmes leading to University of Salford credit or awards, including collaborative programmes delivered wholly or in part by other institutions under formal agreements.

1.2.   In defining its own programme design, approval, amendment, review and withdrawal policy and procedures, the University takes account of best practice in the UK Higher Education sector, [Office for Students (OfS)' conditions of registration](#) and the [UK Quality Code for Higher Education](#) .

1.3.   When considering and reviewing programmes, the University ensures that all relevant business issues (e.g., strategic, financial, resource, legal and reputational) are given due consideration and that any identified risks are appropriately managed.

1.4.   The University is responsible for the academic standards of its awards and the quality of its programmes. This policy and related procedures are mechanisms to assure academic standards and quality of provision for the University, external stakeholders, and students.

2. Scope

2.1.   This policy applies to all credit bearing provision approved by the University of Salford wherever delivered and includes:

- Programme development and design.
- Programme and module approval (including stand-alone modules).
- Programme and module amendment.
- Periodic programmes review and re-approval (PPRR).
- Withdrawal of programmes and temporary suspension of recruitment to programmes.

3. Policy Statements

Strategic Oversight and Evaluation

3.1.   Academic authority rests with the University's Senate which has the primary duty to oversee the academic quality and standards of the University. On behalf of Senate, the University Learning and Teaching Committee (ULTC) is responsible for ensuring that this policy and related procedures are applied systematically and evaluated, implementing changes where necessary.

3.2.   Senate has delegated responsibility for decisions about programme business matters including approving proposals for new programmes, new partnerships for both UK and overseas and decisions about programme withdrawal and suspension to recruitment to the Academic Development and Number Planning Committee (ADNPC) and responsibility for

academic decisions to the Programme Approval and Review Panel (PARP). See Scheme of Academic Governance.

Externality

3.3.   The University makes use of external participation in its programme-related procedures to ensure independence and objectivity. It uses External Advisors and External Examiners with appropriate academic knowledge and experience and, where applicable, representatives of Professional, Statutory and Regulatory Bodies (PSRBs) when considering new programmes or reviewing existing programmes. The function of the External Advisor and External Examiner is to comment independently, objectively and with authority on the academic quality of the programme under consideration. Criteria and the process for appointment of External Advisors are available in the Programme Development and Review: Procedures and Guidance (see Related Documentation section). The Chair of PARP will escalate to ULTC any conditions or recommendations from PARPs that have a wider University implication.

3.4.   Internal peer review is demonstrated through the PARP membership, which includes an independent Chair.

Student Involvement

3.5.   The University embeds student involvement at all stages of programme design, approval, amendment, review and re-approval. This is described in the detailed guidance on hub pages supporting this policy: Programme Development and Review: Procedures and Guidance.

3.6.   Student involvement is continued through the PARP membership, which includes Students' Union representation.

Programme Development and Design

3.7.   All programmes must align with the University's Academic Regulations for Taught Programmes (see Related Documentation) (unless an approved exception is in place). Programme Teams should collaborate with industry professionals, ensuring that their insight and feedback is embedded within the development of a new programme

3.8.   All programmes must align with requirements of the OfS Quality and Standards Condition of Registration, UK Quality Code for Higher Education, including Subject Benchmark Statements and, where applicable, other external references such as those of Professional, Statutory and Regulatory Bodies (PSRBs) and Higher/Degree Apprenticeship Standards.

3.9.   All collaborative programmes shall satisfy the requirements for partnerships and collaboration as set out in the University's Collaborative Provision Policy and Procedure (See Related Documentation section).

3.10. When Schools are preparing a new programme proposal, they must consult with other Schools which have, or may have, an interest in the subject area, via their relevant Associate Dean Academic.

3.11. Guidance on programme design and pedagogy is available from the Learning and Teaching Enhancement Centre (LTEC).

3.12. Advice and guidance on the operation of this policy is available from the Quality Management Office, email QMO@salford.ac.uk

Programme suitability for Students with visas

3.13. This section (3.13 to 3.19) only applies to programmes where international students are required to study in the UK. Therefore, it does not apply to programmes (collaborative or otherwise) delivered wholly overseas or wholly online, as these students do not require a visa other than if they wish to come to the UK for graduation.

3.14. The 'Student visa' has replaced the Tier 4 (General) student visa. The University of Salford holds a Sponsor Licence issued by the Home Office that allows it to recruit and teach Student Visa holders. In order to maintain our licence, the University's Home Office Compliance Programme Approval Checklist is completed for all new programmes, programme re-approvals and programme amendments. This Checklist is maintained by the Head of Home Office Compliance and overseen by the University's Home Office Compliance Assurance Group (HOCAG). It identifies the suitability of programmes for admission for the two most frequently used visas: the Student visa and standard visitor visa (See Related Documentation section for links).

3.15. The Home Office Compliance Programme Approval Checklist is completed at the Business Case Approval stage and reviewed at the Academic Case Approval stage to ensure that any changes in the details of a programme have not affected the suitability for a Student visa.

3.16. *Other visas (i.e. not Student visas or a standard visitor visa)* – The University recognises that there are several other visa types, including for example employees on the Skilled Worker visa that have specific Home Office Compliance requirements. The University Admissions team consider, on a case-by-case basis, the suitability of programmes for applicants intending to use these less common visa types. Programme teams should seek the advice of the Head of Home Office Compliance prior to marketing programmes to applicants using the less frequently used visa types and whether they have a right to study.

3.17. *Communicating visa requirements* – Restrictions to visa types are clearly communicated when the programme for admission is marketed or advertised, and before any offers are made to applicants. Similarly, if a programme is not suitable for international students on a Student visa or a standard visitor visa this is communicated when the course is marketed or advertised.

3.18. *Requirements for programmes offered to students on a Student visa (Level 3 only)* – The programmes must be:
- Full-time programmes as defined in the Academic Regulations for Taught Programmes and primarily taught through face-to-face delivery.

- Have a minimum of fifteen hours a week face-to-face contact time over 23 weeks a year in line with Home Office Visa and Immigration rules.

3.19.   *Requirements for programmes offered to students on a Student visa (Level 4 and above)* – The programmes must be:

- Full-time programmes as defined in the [Academic Regulations for Taught Programmes](#) and primarily taught through face-to-face delivery.
- Have at least two 'contact points' per teaching week facilitated face-to-face by staff where this is a lecturer, researcher, technician, member of support staff or graduate teaching assistant of the institution, or a visiting or external specialist.
  See the Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford for further information about contact points. Note, it is recognised that during periods of assessment the Level 6 final project or dissertation stage and during the final 60 credits of a Level 7 PGT programme, there may be fewer contact points (as defined in the *Engagement Policy for Student Route and Tier 4 visa).*

4. Programme Approval Process

4.1.   The programme approval process has two stages, Business Case Approval and Academic Approval. Progress of the development/approval of new programmes are monitored through the business tracker, maintained by QMO and accessible to both academic and professional services staff. For detailed information and guidance about the programme approval procedure see the [Programme Development and Review: Procedures and Guidance Document](#)

Business Implications and Decisions

4.2.   Business Case Approval considers the business case for the development of a new programme(s).

4.3.   Strategic Oversight is via the Academic Development and Number Planning Committee (ADNPC)

4.4.   Operational and academic development plans should include details of all new programmes in advance of their development.

4.5.   At Business Case stage, Schools are responsible for ensuring that the programme design, including aims, are in line with earlier sections 3.7, 3.8 and 3.9.

4.6.   The Business Case Approval stage of the process aims to ensure that:

- There is a sound business case and sufficient resources.
- The marketing strategy is appropriate.
- Engagement with industry has taken place and this feedback has informed the programme design.
- The programme is aligned with the School's and University's strategic direction. The programme is aligned with the University's academic calendar or an agreed exception has been approved.

- Potential risks have been identified and plans are in place to manage them.
- The Programme reflects the needs of industry and equips graduates with the skills required for future employment and consider whether there are any specific national occupational standards that those who complete the course would typically be able to do.

4.7. Business case approval which impacts on recruitment to programmes must normally be completed no later than 20 December, 19 months before the first intake (September starts) in the academic year preceding delivery of the programme. Programme teams must consult Published Programme Approval Dates and Deadlines to ensure timely programme development and approval. Exceptions to the December deadline may apply to programmes that are not aligned to standard September starts and to programmes that have a demonstrable market, strong business case and align with University strategy.

4.8. Criteria for approval outside of this timescale would require: evidence of a targeted and existent future cohort; a clear marketing plan and budget of how this would be realised; and evidence that the proposal could be delivered without impacting on current provision, for example timetabling, outside UCAS timescales.

4.9. New programmes are not advertised until the Business Case approval is granted.

4.10. In addition to 4.8, programmes delivered through collaborative provision agreements are not advertised until approval for the partnership has been granted through the Collaborative Provision Procedure unless written provision is granted by the Chair of ULTC.

Academic Decisions.

4.11. Schools have responsibility for developing academic proposals for new programmes and for confirming, through their relevant Associate Dean Academic that a case for Academic Approval can be submitted for consideration to the PARP.

4.12. Academic Approval is granted by the PARP. PARPs normally comprise five Panel members (a Chair, 2 University panel members (one who could be a deputy chair), an external member and a student member).

4.13. The external member is an External Advisor who is also appointed to the Panel for new programme approvals and PPRRs.

4.14. Due to the small numbers involved, to be quorate a PARP must comprise at least two University members (including the Chair or Deputy Chair) and an External Advisor should be present for new programme approvals and PPRRs. A representative from the University Apprenticeship Operations Group (from a different School to that proposing the new/amended apprenticeship programme) will also attend as a full panel member where apprenticeship provision is being considered.

4.15. To minimise the potential for conflicts of interest, PARP members are normally drawn from directorates which are not responsible for leading on the delivery of the programme. PARP members who are from any other directorates that are contributing to, but not leading a proposal, may take part in the discussion about the item but must not act as Chair and should withdraw for the decision. The Chair or a resolution of the Panel can ask them to stay for the decision, but they cannot vote.

4.16.   The University acknowledges that the panel members on each PARP are a small number of colleagues representing the wider University and as such seek to recruit colleagues to PARP with diverse backgrounds and expertise. PARP members receive initial training and annual briefing sessions which explain their role and highlight the importance of inclusive programme design.

4.17.   The Academic Approval process aims to ensure that a new programme:

- Is aligned with University's design principles (3.7) and with institutional regulations, policies and procedures.
- Is aligned with appropriate external references (see sections 3.8 and 3.9).
- Has appropriate content.
- Will be taught by staff with the appropriate skills and knowledge.
- Will offer appropriate learning opportunities and support for students.
- Has been designed taking into consideration the implications for equality for all the protected characteristics, with an Equality Impact Assessment form (in line with the University's Statement of Ambition) presented as part of the PARP paperwork.

4.18.   Academic Approval shall normally be granted no later than 31 January in the academic year preceding delivery of the programme to ensure that any timetabling implications can be accommodated. Programme teams must consult Published Programme Approval Dates and Deadlines to ensure timely academic case approval. Exceptions to this deadline may apply to programmes that are not aligned to standard September starts and to programmes that have a demonstrable market, strong business case and align with University strategy.

4.19.   Documentation for Academic Approval shall normally be presented within six months of Business Case Approval. For cases that are within six -twelve months approval from ADNPC Chair must be sought. After 12 months ADNPC approval must be re-applied for.

4.20.   New programmes are normally approved for a maximum of six academic years, starting from the academic year when Academic Approval took place.

4.21.   New Programmes are monitored and assessed against their original business case through the Programme Monitoring and Enhancement Process/Periodic Review and Revalidation Procedure.

Approval of Standalone Modules

4.22.   All modules within a programme shall be approved as stand-alone modules.

4.23.   A stand-alone module outside of a programme can be approved through the Programme and Module Amendment Procedure.

5. Programme/Module Amendment

5.1.   For detailed information and guidance about the programme/module amendment procedure see the Programme Development and Review: Procedures and Guidance Document (See Related Documentation section).

5.2.   The University's programme/module amendment process is intended to provide a framework for the modification and enhancement of programmes and modules so that they continue to accord with institutional regulations, policies and external expectations and are of a standard appropriate to the qualifications to which they lead.

5.3.   External Examiners are asked to comment independently, objectively and with authority on the academic quality of any proposed amendments that may substantially affect the programme content and learning opportunities for students see External Examining for all Taught Programmes (See Related Documentation section).

5.4.   Major programme and module amendments are defined in the Programme Development and Review: Procedures and Guidance Document and are approved by the PARP. The PARP should ensure that the factors listed in section 4.15 and, if applicable, the views of External Examiners are taken into consideration.

5.5.   Minor programme and module amendments are defined in the Programme Development and Review: Procedures and Guidance Document and are approved by relevant Associate Dean Academic.

5.6.   Changes to programmes may not be advertised or implemented until the programme amendment process is successfully completed.

5.7.   The deadline for approval of programme and module amendments depends on the type of amendment and when it is due to be implemented. Amendments should be approved for the next entering cohort before course/module information is issued to them. Changes which affect information already provided to applicants and/or existing students, such as course/module-related material information upon which they have made an informed decision, will normally only be approved for the next admissions cycle, unless these are clearly in the best interests of all students (see sections 5.9 to 5.11). The table below summarises the normal deadlines for programmes with a September start. Proposers of amendments should seek advice from the QMO regarding deadlines that apply to their proposed amendment. Exceptions to the deadlines may apply to programmes that are not aligned to standard September starts.

Table 1 - summarising nominal deadlines for approving various types of amendments (assumes change to be implemented the following September starts)

	Type of amendment	Deadline	Rationale
A	Programme name change	1 September (12 months before first intake on new name)	To ensure the amendment can be implemented in time for UCAS deadlines.
B	Amendments with timetabling or programme and/or module set up implications	31 January	To ensure the amendment can be implemented in advance of timetabling/set up deadlines

C	Amendments to module assessments	31 July	To enable amendment to be actioned following the relevant assessment board.
D	Amendments other than A, B and C above	• 31 March for Trimester 1 • 31 August for Trimester 2 • 31 December for Trimester 3	To ensure amendment can be communicated and disseminated in time for the start of the following trimester, and comply with the Consumer Rights Act (2015)

* Note deadline for documentation will depend on dates of approval meetings see the

Published Programme Approval Dates and Deadlines

5.8. Where amendments proposed for an existing programme have the potential to impact on the programme resources and/or marketing, a Business Case shall be required. This ensures that the revised programme continues to meet business requirements.

5.9. The University is required to comply with the Consumer Rights Act (2015) and to work with prospective and existing students when amendments are made to programmes or programmes are withdrawn, offering them alternative programmes or arranging transfers where appropriate.

5.10. Where existing students are, or may potentially be, affected by an amendment to a programme, a consultation should take place (normally via email) that clearly identifies the proposed changes. The process for consultation is available in the Programme Development and Review: Procedures and Guidance hub pages (see Related Documentation section).

5.11. Where prospective students are, or may potentially be, affected by an amendment to a programme, they are informed of the change following the process set out in the Programme Development and Review: Procedures and Guidance Hub pages.

6. Periodic Programme Review and Re-approval (PPRR)

6.1. For detailed information and guidance about the PPRR procedure see the Programme Development and Review: Procedures and Guidance

6.2. The PPRR policy complements the Programme Monitoring and Enhancement Procedure and, for collaborative programmes only, the Collaborative Provision Policy and Procedures (see Related Documentation section). The University's continuous approach to programme monitoring provides an overview of the institutional portfolio and its performance against internal and external benchmarks. As such, the PPRR process takes a risk-based approach

based on individual programme performance. Based on this data, working with Schools, the QMO identify a schedule of reviews per year and the format by which these will take place.

6.3. Schools have responsibility for reviewing documentation required for PPRR and confirming, via their relevant Associate Dean Academic, that the request for re-approval may be submitted for consideration via the PARP.

6.4. Re-approval is granted by the PARP. Membership of the PARP includes an independent Chair and an appropriate independent External Advisor (see section 3.5).

6.5. Where amendments proposed through the PPRR process have the potential to substantially impact on the programme resources and/or marketing, a Business Case is required which will go through the normal ADNPC approval process. This is to ensure that the revised programme continues to meet business requirements.

6.6. The University complies with the Consumer Rights Act (2015) and liaises with applicants and consults existing students when amendments are made to programmes or programmes are withdrawn, offering them alternative programmes or arranging transfers where appropriate. Amendments should be approved for the next entering cohort before course/module information is issued to them. Changes which affect information already provided to applicants and/or existing students, such as course/module-related material information upon which they have made an informed decision, will normally only be approved for the next admissions cycle, unless these are clearly in the best interests of all students (see sections 6.7 to 6.8).

6.7. Where existing students are, or may potentially be, affected by an amendment to a programme as a result of PPRR, a consultation should take place. The process for consultation is available in the Programme Development and Review: Procedures and Guidance hub pages.

6.8. Where prospective students are, or may potentially be, affected by an amendment to a programme as a result of PPRR, they are informed of the change following the process set out in the Programme Development and Review: Procedures and Guidance hub pages.

6.9. The PPRR process aims to ensure that the programme presented for re-approval:

- Has systematically reviewed the external (both in HE and more widely) and internal factors that may impact on the programme within the next six years and that any potential risks have been identified and plans are in place to manage them.
- Has sought and considered the views of relevant stakeholders including students, employers, External Advisors and (if applicable) PSRBs.
- Has identified and considered, any intractable or recurring issues in the Programme Action Logs prepared as part of PMEP.
- Has a continued business case and sufficient resources (see also 6.5).
- Is aligned with University's design principles (3.7) and with Institutional regulations, policies and procedures.
- Is aligned with appropriate external references (see sections 3.8 and 3.9).
- Has appropriate content.
- Will be taught by staff with the appropriate skills and knowledge.

- Will offer appropriate learning opportunities and support for students.

6.10. Additionally, the PPRR process aims to contribute to the identification and sharing of good practice at both local and institutional levels and propose actions to enhance programmes at a local and an institutional level.

6.11. Programmes can be re-approved for a maximum of six academic years, starting from the academic year when re-approval took effect from. This period can be reduced if there are appropriate internal or external requirements or concerns.

6.12. Programme changes are likely to arise through the PPRR process which impact on admissions or timetabling. To ensure that any changes can be implemented in a timely manner and avoid a clash with the deadlines for the approval of new programmes, all PPRRs should normally be completed by the end of the fifth academic year following the previous approval. The following academic year the programme will continue to be approved under its earlier approval whilst changes are implemented in advance of the next academic year. Exceptions to the deadline may apply to programmes that are not aligned to standard September starts.

6.13. Programmes may undertake PPRR singly or be presented for consideration as a group; in the latter case, the group of programmes should normally correspond to the grouping used for the purposes of PMEP as applicable.

6.14. Those Schools whose programmes are subject to validation or accreditation by an external body, e.g. a PSRB, may seek to combine the consideration of PPRR with the external re-validation or re-accreditation meeting, provided that the function of the PARP is fully achieved.

6.15. Programmes involving collaborative provision may bring forward PPRR to align with the review of the collaboration required under the University's Collaborative Provision Policy and Procedures (See Related Documentation section). The collaborative partners must be included in the PPRR process.

6.16. Changes to programmes as a result of PPRR may not be advertised or implemented until the PPRR has been approved by the PARP.

PPRR Requirements for Withdrawn Programmes

6.17. If a decision is made to withdraw a programme and not replace it with a similar programme, it is not required to undergo PPRR.

6.18. If a decision is made to withdraw a programme and replace it with a new, but similar programme, it should normally undergo a PPRR; this may mean bringing forward the PPRR. The new programme should be developed through the PPRR process; this process includes provision (6.5) for business matters to be considered by ADNPC.

7. Programme Withdrawal and Temporary Suspension to Recruitment

7.1.   For detailed information and guidance about the programme withdrawal and temporary suspension to recruitment procedure see the Programme Development and Review: Procedures and Guidance Document (see Related Documentation section).

7.2.   When considering the withdrawal of a programme or temporary suspension to recruitment, the following factors, as applicable, should be taken into account:

- Academic standards and quality of the programme.
- Viability of and market demand for the programme (e.g. failure to attract sufficient students to allow the programme to run; impact of external funding changes).
- Changes in PSRB requirements.
- Availability of resources to support the programme at School level.
- The impact on other programmes that share resources and/or modules.

7.3.   Schools may request to suspend recruitment to specific programmes for a temporary period of up to two successive years.

7.4.   The programme withdrawal and temporary suspension procedure in the Programme Development and Review: Procedures and Guidance hub pages includes proposals for teaching and managing students yet to complete the programme. These proposals must be completed in all situations i.e. including where the initial intention is to resume recruitment after a one-year suspension. The plans for teaching and managing students yet to complete withdrawn programme or programmes where recruitment has been suspended, must be reviewed annually by the Dean of School or their nominated representative until the final cohort of students has finished.

7.5.   A programme that has been withdrawn, or where recruitment has been suspended, should not be advertised or offered in any way. A withdrawn programme may be re-activated only by the approval of a new programme proposal.

7.6.   Schools should normally avoid withdrawal of programmes or suspension to recruitment within an existing admissions cycle. Deans of School recommend decisions to withdraw or suspend the recruitment of programmes to ADNPC for approval.

7.7.   School proposals to resume recruitment to a suspended programme are considered for approval by ADNPC. The School provides ADNPC with a business rationale as to why the School consider the issues that caused the initial suspension are resolved and recruitment should be resumed.

7.8.   Where appropriate, the programme suspension and withdrawal process aims to contribute to the identification and sharing of lessons learned across the University.

8. Policy Enforcement: Role of the University Learning and Teaching Committee (ULTC)

8.1.   ULTC will oversee the effectiveness of and compliance with the programme design, approval, monitoring, review and withdrawal processes through audit and overview reports.

8.2.   All decisions regarding programme approvals, re-approvals withdrawals and temporary suspension to recruitment must be reported to ULTC to enable ULTC to maintain a strategic overview of the University's academic portfolio, whilst ensuring local discretion for the currency and development of the academic portfolio.

9. Related Documentation

9.1.   **University Policy**
See also the following related policies and documents.

- Academic Regulations for Taught Programmes
- Collaborative Provision Policy and Procedure
- External Examining for Taught Programmes Policy
- Equality Impact Assessment Form
- Programme Development and Review: Procedures and Guidance
- Programme Monitoring & Enhancement Procedure
- Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford
- Timetable Policy

9.2.   **External Guidance**

The following external webpages are maintained by the Home Office UK Visas and Immigration

https://www.gov.uk/browse/visas-immigration

Student visas

Visit to Study

10. Appendices

Appendix 1a:- List of definitive programme information that can only be amended through a formal amendment process

Note, in addition to this list, information relating to the set-up of the programme on the University's Student Administration system is updated through an editorial amendment process administered by the Quality Management Office.

Ref No. on earlier Programme Specification	Ref	Information field
NA	00	Programme rationale
01	01	Awarding body
02	02	Where will this programme be delivered?
04	03	School responsible for the programme
04	04	Additional School/s responsible for the programme
05	05	Partner institutions and details of partners
06	06	Details of PSRB accreditations including professional exemptions linked to the programme
06	07	Professional exemptions
07	08	Final awards
07	09	Programmes for admission
07	10	Intermediate Terminating Qualifications (ITQs)
08	11	Names of final award FHEQ level
09	12	Full programme title
09	13	Programme aims
11	14	Programme length
12	15	Mode of delivery
13	16	Language of study
14	17	Start date of the programme (by level)
15	18	Start week
16	19	Funded by
17	20	Entry requirements - both general and programme specific
20	20a	Core modules on this programme
20	20b	Optional modules on this programme
21	21	Progression requirements
22	22	HECoS codes
NA	23	CAH3 classification
24	24	Subject benchmarking
25	25	Intended Learning Outcomes (ILOs)
26	26a	Learning, teaching and assessment strategies
NA	26b	Is compensation of module marks allowed on this programme?
27	27	Reassessment strategy

Ref No. on earlier Programme Specification	Ref	Information field
30	28	Student support
NA	29	Are employers involved in assessment of students?
NA	30	Assessment strategies for the End-Point Assessment (EPA)
NA	31	How are apprentices supported on the job?
NA	32	How will quarterly reviews take place?
NA	33	Details of the End-Point Assessment
NA	34	Which Apprenticeship Standard applies?
NA	35	Industry Collaboration Zone (ICZ) alignment
NA	36	Details for international students
NA	37	Programme Specific Regulations - details including date of approval
NA	38	Details of placements

Appendix 1b:- List of definitive module information that can only be amended through a formal amendment process

Note, in addition to this list, information relating to the set-up of the module on the University's Student Administration system is updated through an editorial amendment process administered by the Quality Management Office.

Ref No. on earlier Programme Specification	Ref	Summary for Policy
NA	M00	Module description
01	M01	Full module title
4B	M02	HECoS
05	M03	FHEQ level
06	M04	Module credit value
12	M05	Year of first delivery
13	M06	Owning school
19	M07a	Contributing school
19	M07b	Percentage delivered by another school
15	M08	Programmes on which this module is delivered
16	M09	Pre-requisites
17	M10	Co-requisites
18	M11	Indicative learning hours - by type
20	M12	Module aims
21	M13	Intended Learning Outcomes (ILO)
22	M14	Mark calculation method (A or B) for assessments
23	M15	Details of assessments

Ref No. on earlier Programme Specification	Ref	Summary for Policy
24&25	M16	Ethical approval issues
NA	M17	Reassessment strategies
26	M18	Learning, teaching and assessment strategies
27	M19	Syllabus outline
28	M20	Indicative texts
NA	M21	Available to international students?
NA	M22	Entry requirements
NA	M23	Partner institution name

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	**Summary of changes**	**Version**	**Authorised & Date**
Helen Duell	*Editorial update to clarify requirements for programmes offered to students on a Student visa (3.19).*	V2.9	No approval required.
Helen Duell/Jayne Langlands	*As well as normal annual editorial updates, the key updates to the policy are as follows: removal of the low-risk approvals route; addition of timelines regarding PARP approval; clarification of requirement of industry involvement in programme development; programme and module amendment timelines; the removal of some operational process details, such as storing module specifications on PaMIS; updates to the PPRR section of the policy to describe how it complements PMEP; additional clarification about the ADNPC role in PPRR and in Programme Withdrawal and Suspension; the strengthening of exception criteria for programmes whose development and approval are outside standard timelines; update of information regarding Student Visas; clarification of expectation of industry involvement in programme development; and the addition of reference to UAOG's advisory role at PARPs considering apprenticeship provision.*	V2.9	ULTC Approval 05/07/2023
Helen Duell/Jayne Langlands	*Considering greater OfS scrutiny and compliance to CMA, the locus of responsibility for sign-off for Programme Withdrawal and Suspensions has changed to ADNPC.* *Updated references to Quality Enhancement Office to the new Quality Management Office name, references to ADPC with ADNPC and information regarding the Student Visa which has replaced the Tier 4 (General) student visa.* *Removed Appendix 2 with revised EIA guidance and form, replaced with a link to the LTEC webpage.* *Final editorial updates for the new year.*	V2.8	ULTC Approval 09/11/2022
Helen Duell	*Following an E-consultation with PARP members a revised paragraph 4.16 was approved via ULTC Chair's Action:* *"To minimise the potential for conflicts of interest, PARP members are normally drawn from directorates which are not responsible for leading on the delivery of the programme. PARP members who are from any other directorates that are contributing to, but not*	V2.7	ULTC Chair's Action 18/08/2022

	leading a proposal, may take part in the discussion about the item but must not act as Chair and should withdraw for the decision. The Chair or a resolution of the Panel can ask them to stay for the decision, but they cannot vote."		
Helen Sharman	*Changes to policy in relation to programme suitability for students on a Tier 4 visa (Level 4 and above). The change is to focus on contact points rather than contact hours.*	V2.6	ASQAC 6/5/2020
Helen Sharman	*Information about PARP that was in the Scheme of Academic Governance has been transferred to this policy. Also, additional information added about PARP operation and conflicts of interest following school mergers.*	V2.5	ASQAC Chair Sam Grogan 20/6/2019
Helen Sharman	*Changes to policy in relation to business case approval to introduce a light-touch business case approval process for low-risk proposals. See section 4 and cross-references to the new process throughout the document.* *Changes to reflect introduction of the Programme and Module Information System (PaMIS) (section 3.14) including the introduction of Appendices 1a and 1b describing definitive course documentation.*	V2.4	ASQAC 8/5/2019
Helen Sharman	*Changes to policy in relation to responsibility for who approves suspensions and withdrawals (section 7) including:* • *Dean of School to approve all suspensions and withdrawals* • *New requirement for Schools to normally seek Academic Development and Partnerships Committee approval to restart recruitment to a programme that has been suspended.*	V2.3	ASQAC 6/2/2019
Helen Sharman	*Committee changes* • *Removal of reference to SELTEC (replaced with Associate Dean Academic)* • *Name of committee approving business case changed from ADSG to new committee: Academic Development and Partnerships Committee (ADPC).* • *Removal of reference to the Collaborative Partnerships and Programmes sub-committee (this work is now included in ADPC)* *Revisions to programme withdrawal and suspension including:*	V2.2	Sam Grogan, Chair of ASQAC (27/7/18) (following e-consultation of ASQAC members)

	Approval (within recruitment cycle) by Chair of Academic Development and Partnerships Committee (ADPC). The Chair will consult with both Admissions and Strategy • Requirement for teach-out plans *Quality Code links updated to reflect new code* *Added reference to ICZ ready curriculum* *External reference points to include Higher/Degree Apprenticeship Standards*		
Helen Sharman	*Revisions to sections regarding programmes offered to Tier 4 Students including to extend period in which teaching can take place to 9pm.*	V2.1	Sam Grogan, Chair of ASQAC: 26/09/16
Helen Sharman	*Addition of sections 3.19 to 3.24 (international Students), Table 2 (section C) and sections 5.9, 5.11, 6.6 and 6.7(CMA);4.7 and 4.12 (approval deadlines); Equality Assessment; minor changes to update website links.*	V2.0	Sam Grogan, Chair of ASQAC: 8/09/16
Helen Sharman	*URLs added to Programme Development and Review: Procedures and Guidance Document.*	V1.2	No approval required
Helen Sharman	*Committee names updated.*	V1.1	No approval required
Helen Sharman	*Complete revision of previous documentation round Programme Approval therefore new policy*	V1.0	Senate 10/07/2015

Policy Management and Responsibilities:

Owner:	*The Head of Academic Quality Management has the authority to issue and communicate policy on programme approval and has delegated day to day management and communication of the policy to the Quality Standards Manager.*
Others with responsibilities (please specify):	*Members of Academic Development and Number Planning Committee (decide on programme business matters)* *Members of Programme Approval and Review Panel (decide on programme academic matters)* *Associate Deans (Quality & Assurance) (approve minor amendments and sign off programme documentation on behalf of the Dean of School)* *Deans of School (sign off programme documentation, can approve low-risk proposals)* *Chair of ADNPC (decide on programme withdrawals and programme suspension).*

Author to complete formal assessment with the following advisory teams:

Equality Analysis (E&D, HR) *Equality Assessment form*	1. *Completed June 2023attached as appendix*
Legal implications (LPG)	2. *The Chair of Home Office Compliance Assurance Group (HOCAG) is the University's Solicitor who proposed the sections 3.19-3.24 regarding international students.*
Information Governance (LPG)	3. *N/A*
Student facing procedures (QMO)	4. *N/A*

UKVI Compliance (Student Admin)	5. *Head of Home Office Compliance commented on the draft of the section on suitability for international students (August 2016).*
Consultation:	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. *N/A*
Review:	
Review due:	*June/July 2024*
Document location:	https://www.salford.ac.uk/governance-and-management/academic-handbook