6 CHANGES TO COURSES AND POLICIES

The definitive document produced following institutional recognition or the validation of a course forms part of the legally binding contract for the partnership. Therefore, there must be no changes of any kind to the course or the policies as described in the definitive document, without the necessary level of approval from the University.

Changes must be approved in the academic year prior to delivery and allow time for publication to students in advance. Approval cannot be retrospective.

6.1 Major curriculum changes

Major changes to a module comprise the following:

- change to module title;
- change to module learning outcomes;
- change to assessment modes;
- change to assessment weightings.

Major curriculum changes require approval from the Curriculum Development and Approval Sub-committee (CDASC), via the submission of a ‘Proposal for a Major Change to a Course or Pathway’ form (Appendix 5), updated module templates clearly highlighting the changes and a rationale.

CDASC will consider the changes in a partner cluster group on 11 May 2017, attended by an ADQE representative, Partnership Tutors and the Pro Vice-Chancellor Teaching and Learning. The Partnership Tutor will act as the advocate for the proposed change at CDASC, please ensure that the tutor has been involved in the development, or is made aware of, the proposed changes.

The major curriculum changes must be agreed with the following:

From the partner institution:
Course Convenor;
Chair of the highest-level HE committee.

From the University:
Partnership Tutor;
ADQE (Partnership) Manager.

Signatures from each of these must be sought prior to the submission of the documentation to CDASC.

The documentation must be sent to the ADQE Office by Wednesday 19 April 2017 for consideration at CDASC.¹

Do:

Seek guidance from the Partnership Tutor and ADQE (Partnership) Manager
Ensure the rationale clearly states why the change is sought and how the change would improve the quality of provision

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¹ Which includes the ‘proposal for a major change to a course or pathway’ form (Appendix 7), updated module templates and a rationale.
Don’t

Submit a proposal to change the structure of the course, the course title or the mode of study (full-time/part-time/distance learning). These changes would require a re-validation.

**Note that the ADQE (Partnership) Office may consider a proposal for change to be too fundamental to be approved via CDASC, and that the course will need to be revalidated.**

The definitive course documentation provided at validation will be updated by the partner, and retained by ADQE, to incorporate any changes agreed through this process.

### 6.2 Minor Changes to Curriculum

Minor changes to a course or pathway comprise the following:

- change to the taught content;
- change to teaching methods;
- change to readings lists.

Minor curriculum changes to modules require approval by the highest-level HE committee at the partner institution.

Prior to the partners’ highest-level HE committee meeting, the proposed changes must be sent to the Partnership Tutor and ADQE (Partnership) Manager for scrutiny.

**Do:**

Seek guidance from the Partnership Tutor and ADQE (Partnership) Manager

Don’t

Submit a minor change without consulting ADQE

**Note that the ADQE (Partnership) Office may consider the proposal to constitute a major change requiring CDASC approval.**

The definitive course documentation provided at validation will be updated by the partner, and retained by ADQE, to incorporate any changes agreed through this process.

### 6.3 Changes to policies and regulations

Changes to a partner institution’s policies related to validated provision must be approved by Collaborative Provision Committee (CPC), via the submission of the ‘proposal for a change to policy’ form (Appendix 6), updated policies clearly highlighting the change and a rationale.

The changes to policies and regulations must be agreed with the following:

*From the Partner Institution:*
Chair of the highest-level HE committee.
From the University:
ADQE (Partnership) Manager.

Signatures from each of these must be sought prior to the submission of the documentation to CPC.

The documentation must be sent to ADQE Office by Friday 26 May 2017 for consideration at CPC.²

Note that policies need to be in place in time for their introduction to a new cohort and cannot be approved for retrospective application to students already on courses without the written permission of all students involved.

² Which includes the ‘proposal for a major change to a policy’ form (Appendix 7).