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### UCL STUDENT AND REGISTRY SERVICES

Academic Policy and Quality Assurance

**PROGRAMME AMENDMENT FORM (PAF)**

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| This Programme Amendment Form (PAF) should be used to obtain UCL approval for the amendment of an undergraduate or postgraduate programme. **All programme amendments to be implemented for the 2024-25 academic session must be submitted to Academic Services by 9th June 2023.****Any programme amendments submitted from 10th June 2023 will be implemented for the 2025-26 academic session.**For **major and moderate amendments**, this form, together with supporting documentation, should be submitted in electronic format to acadserv.pmap@ucl.ac.uk. For **minor amendments**, this form together with supporting documentation, should be submitted in electronic format to Lifecycle@ucl.ac.uk.  |

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| **Major Amendments** | **These amendments require Departmental, Faculty and UCL Central Services approval and must be reviewed by an external scrutineer:**[ ]  Addition, amendment or removal of a third or more of the programme’s compulsory module credit;[ ]  Addition of non-condonable modules or making existing modules non-condonable;[ ]  Change to the intended qualification and/or FHEQ level e.g. MSc, PG Dip, BA;[ ]  Change to the credit value of the programme;[ ]  Amendment to the programme’s entry requirements, related to specific PSRB requirements / registration / loss of accreditation.  |
| **Moderate Amendments** | **These amendments require Departmental and Faculty approval and must be reviewed by an external scrutineer:** [ ]  Change of programme title;[ ]  Addition or withdrawal of routes or pathways within a programme;[ ]  Change to the advertised duration and/or addition of a placement or period of study abroad;[ ]  Change to the location(s) of study, e.g. campus-based/mixed-mode or change of main teaching  campus;[ ]  Converting interim qualifications into stand-alone programmes of study;[ ]  Temporarily suspend recruitment to the programme of study (or one of its named routes);[ ]  Change to the programme’s Progression and Award rules; [ ]  Other changes to the programme at the discretion of the Faculty Tutor. |
| **Minor Amendments** | **These amendments require Departmental and Faculty approval:**[ ]  Addition, amendment or removal of under a third of the programme’s compulsory module credit;[ ]  Removal or addition of classifiable interim or alternative qualification(s);[ ]  Removal or addition of a new mode of study e.g. part-time or flexible/modular;[ ]  Change to or addition of a point of entry;[ ]  Amendment to the programme’s PSRB accreditation status, including:1. New PSRB accreditation application;
2. Recognition/loss or non-renewal of an existing PSRB accreditation;
3. Recognition/change to an existing PSRB accreditation or recognition status.
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| **Date of submission:** |  |
| **Effective from:** | **Submitted by 9th June 2023** [ ] *The proposed amendment will take effect from 2024-25.***Submitted from 10th June 2023** [ ] *The proposed amendment will take effect from 2025-26.* |

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| **1** | **Programme Title***If the proposal is to amend the programme title, please enter the existing title.* |  |
| **2** | **Programme Code** |  |
| **3** | **Programme Level***Please select one* |  Choose an item. |
| **4** | **Programme Leader** *All members of UCL staff have a UPI code (Unique Person Identifier). These codes are listed in the staff directory on the UCL intranet.* | **Name:** **UPI:****Email:****Departmental email:** |
| **5** | **Parent Department/Division/****Institute name** |  |
| **Parent Department/Division/****Institute Portico code** |  |
| **6** | **Parent Faculty***Please select one* | Choose an item.  |
| **7** | **Rationale for proposed programme amendment** |
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| **8** | **Details of the Proposed Programme Amendment** *Please provide details of the current position and proposed amendment.* |
| ***Current*** | **Proposed** |
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| **9** | **Does the proposed programme amendment affect any of the content of the existing constituent modules?** | **Yes**  [ ]  **No** [ ] *If Yes, please attach the Module Amendment Form(s) as an appendix/appendices* |
| **10** | **Does the proposed programme amendment result in the addition of new modules?**  | **Yes**  [ ]  **No** [ ] *If Yes, please attach the Module Proposal Form(s) as an appendix/appendices* |
| **11** | **Does the proposed programme amendment affect any applicants?**  | **Yes**  [ ]  **No** [ ] *If Yes, please attach* *evidence that all applicants have been informed of the proposed amendment.* |
| **12** | **Does the proposed programme amendment affect any offer-holders?** | **Yes**  [ ]  **No** [ ] *If Yes, please attach* *evidence that all offer-holders have been given the opportunity to comment on the proposed amendment.* |
| **13** | **Does the proposed programme amendment affect any current students?***Please note that the default position is that the programme amendment will be effective for new cohorts only:*1. *from 2024/25 (for PAFs received by 9th June 2023)*

*OR*1. *from 2025/26 (for PAFs received from 10th June 2023).*

*If this is not the case, please provide details of which students it affects and when, in the adjacent box.* | **Yes**  [ ]  **No** [ ] *If Yes, please attach* *evidence that all affected current students have agreed to the proposed amendment.* *All affected current students must agree to the proposed amendment, otherwise it cannot come into effect for current students.* |
| **14** | **Resources** |
| **Does the proposed amendment require any additional resources, e.g. teaching, library, computing, to be met by the Department?** | **Yes**  [ ]  **No** [ ] *If Yes, please provide further detail and evidence how this will be met.*  |
| **Does the proposed amendment require any additional resources, e.g. teaching, library, computing, to be met outside of the Department?** | **Yes**  [ ]  **No** [ ] *If Yes, please provide further detail and evidence how this will be met.* |
| **Does the proposed amendment affect student tuition fees?** *For example, with the addition of a Study Abroad or Placement / Internship module and/or year*  | **Yes**  [ ]  **No** [ ] *If Yes, please provide further detail and evidence of discussion with the Senior Fees Administrator, Student Fees and Credit Control.*  |
| **15** | **Does the proposed amendment affect other UCL Departments and/or Faculties?** | **Yes**  [ ]  **No** [ ] *If Yes, please attach evidence that the other UCL Department(s) and/or Faculties support the amendment and that any reallocation of resources has been agreed.*  |
| **16** | **Does the proposed amendment affect any external Academic Partnerships?** | **Yes**  [ ]  **No** [ ] *If Yes, please attach evidence that the Academic Partner supports the amendment and that any reallocation of resources has been agreed and a revised Memorandum of Agreement, if required, has been drawn up and approved by UCL’s Academic Partnerships Review Group (APRG).* |
| **17** | **Does the proposed amendment affect any accreditation by a Professional, Statutory or Regulatory Body (PSRB)?** | **Yes**  [ ]  **No** [ ] *If Yes, please attach evidence indicating that the PSRB has been informed and, where required, supports the amendment.* |
| **18** | **Does the proposed amendment now include any placement, internship or work-based learning element?** | **Yes**  [ ]  **No** [ ] ***I****f Yes, for Placements, please refer to the UCL Placements Pack, in Chapter 8 of the UCL Academic Manual for further advice and guidance.* |
| **19** | **Does the proposed amendment now include any fieldwork element?** | **Yes**  [ ]  **No** [ ] ***I****f Yes, please refer to the Safety Services webpage:* [*https://www.ucl.ac.uk/safety-services/a-z/off-site-working*](https://www.ucl.ac.uk/safety-services/a-z/off-site-working) *for further advice and guidance.* |
| **20** | **Does the programme have any study abroad element?** | **Yes**  [ ]  **No** [ ] *If Yes, please submit a UG Affiliate Study Abroad Programme Checklist and provide confirmation that the UCL Study Abroad team has been consulted for further advice and guidance.* |
| **21** | **Does the proposed amendment lead to any additional costs to students?***Please refer to UCL’s Compliance website for further guidance on what constitutes additional costs.* | **Yes** [ ]  **No** [ ] *If Yes, please provide further details and evidence that the UCL Compliance team has been consulted.* |
| **22** | **Does the proposed amendment have any implications for UKVI / Student Visas?** | **Yes** [ ]  **No** [ ] *If Yes, please provide further details and evidence that the UCL Compliance team has been consulted.* |
| **23** | **Does the proposed amendment impact on the original business plan for the programme?** | **Yes** [ ]  **No** [ ] *If Yes, please provide brief details of the impact and attach evidence that the Chair of the Financial Performance Committee has approved the amendment in light of the impact.* |
| **24** | **Have you appended a revised Programme Summary?** *Programme Amendment proposals will not be considered without a revised Programme Summary.* | **Yes**  [ ]  **No** [ ] *If No, please attach an updated Programme Summary, with changes clearly highlighted, as an appendix.*  |
| **25** | **Approvals** |
| **Head of Department** | **Faculty Approval** | **Evidence of External Scrutiny***(Major and moderate amendments only)* |
| **Name:***(Please print)***Signature:****Date:** | **Name:***(Please print)***Signature:****Date:** | **Name:***(Please print)***Signature:****Date:***Please append the External Scrutineer’s report and/or email commenting on the amendment.* |