

For 2018-19 there is a revised process for amending existing programmes, additional guidance for colleagues initiating new programmes, greater clarity on the criteria that should be used by those reviewing programme proposals and clearer direction on what should be considered a programme amendment.

1. Approval of New Taught Programmes

This section of the regulations has been updated to present the programme approval process in a more linear way, guiding programme initiators from the initial programme development stage through to outline and then final approval. It also provides more information and guidance on what should be included in a programme proposal, the elements of a programme that should be thought about and identified, and the various professional and documentary sources that can be drawn upon to aid this.

Specific points to note include:

- All programme proposals should include the 'material' information detailed in Section 2.1.2.
- If a final programme proposal is not approved within 24 months of receiving outline approval, a new outline programme proposal is required.
- Details on how to advertise programmes with outline approval are included in Section 2.2.2.
- The UCL Careers Office will no longer provide advice on producing placement agreements for programmes that include a period in industry. This information can now be found in the annexes of Chapter 8: Academic Partnerships Framework.

2. Amendments to existing programmes

There are now three tiers of programme amendment, major, moderate and minor. These have been introduced to give faculties more freedom and ensure that the levels of oversight are proportionate:

Major	Amendments at this level will require: <ul style="list-style-type: none">• Department and Faculty Approval• External Scrutiny• PMAP Approval Once approved at Faculty level, they must be submitted to acadserv.pmap@ucl.ac.uk .
Moderate	Amendments at this level will require: <ul style="list-style-type: none">• Department and Faculty Approval• External Scrutiny Once approved at Faculty level, they must be submitted to acadserv.pmap@ucl.ac.uk where they will be noted by PMAP.
Minor	Amendments at this level will require: <ul style="list-style-type: none">• Department and Faculty Approval Once approved at Faculty level, they must be submitted to academicmodel@ucl.ac.uk .

Amendments to existing programmes must still be requested on a Programme Amendment Form and are subject to the published approval process. Where possible, an amendment should be finalised before the programme opens for applications.

Amending entry requirements

Amendments to a programme's entry requirements must now be formally requested through the programme amendment process. This has been the case for a couple of years but will now be enforced by Access and Admissions, Communications and Marketing and Academic Services. These amendments cannot be requested for a programme that is already open for applications. They will be applied in time for the next recruitment cycle.

Suspending recruitment onto a programme of study

Requests to temporarily suspend recruitment onto a programme of study (not the same as withdrawing a programme) are now classed as moderate programme amendments and must be made via the published process. This ensures that the Faculty can confirm the decision and that relevant professional services are informed at the same time. If a programme remains suspended for more than two academic years, this will trigger the withdrawal of the programme.

3. Module suspension or withdrawal

Requirement to consult with current students

Taking a module out of use that has previously been advertised as running requires the consent of the students currently enrolled on the programme. If it is not possible to teach the module, due to the loss of a member of staff or some other unforeseen circumstance, the department must reach an agreed compromise with the affected students. A module cannot be taken out of use without this consent.

Potential to trigger the programme amendment process

Withdrawing or suspending compulsory modules will trigger either a minor or a major programme amendment, depending on the amount. In this case, the programme amendment process takes precedence.