
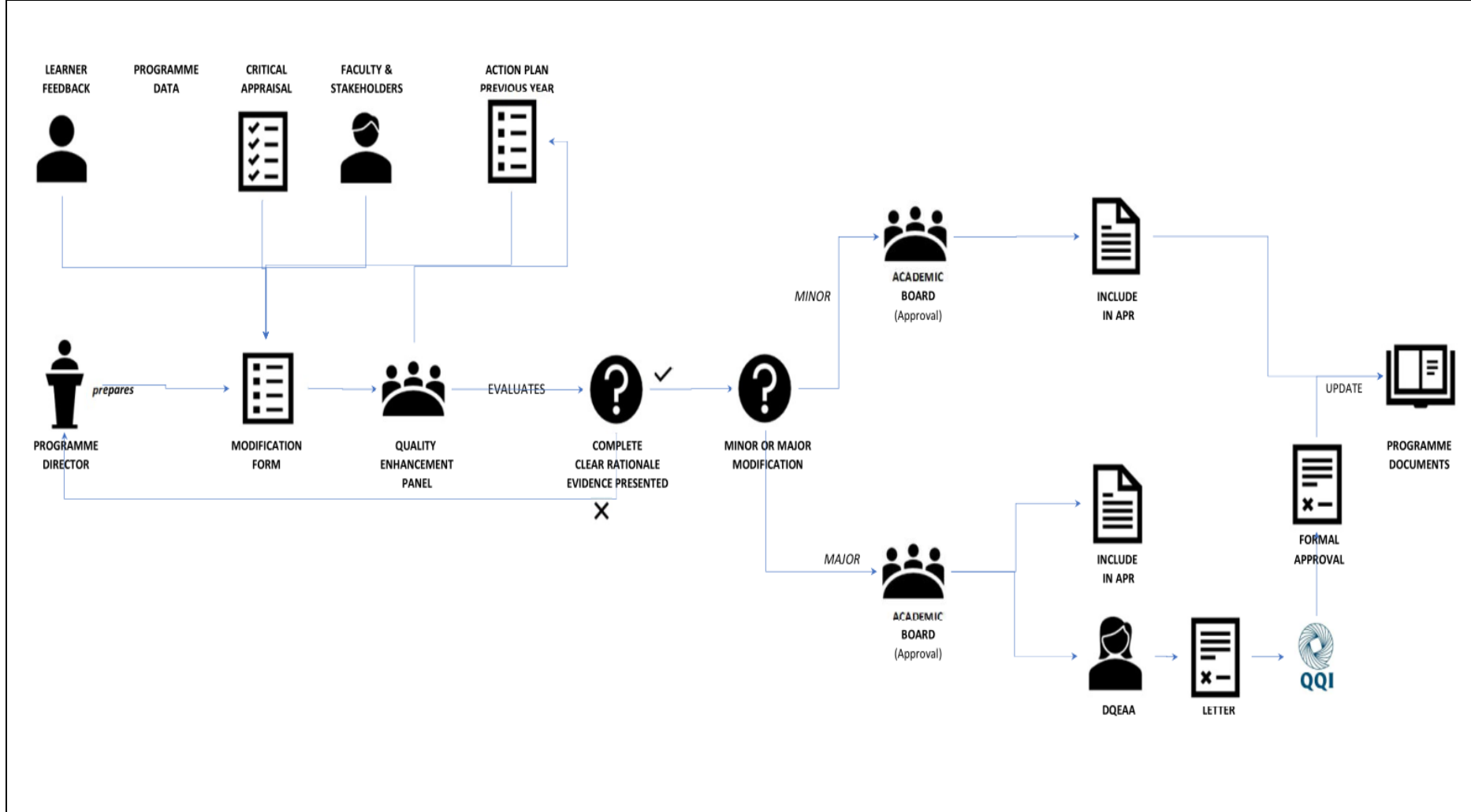


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED:
	11.3 PROGRAMME MODIFICATION	3) PROGRAMMES OF EDUCATION AND TRAINING	3.0	AUGUST 2020



Introduction and Context

All programmes in SNMCI are reviewed annually. The purpose of this document is to ensure that any modifications to programmes, proposed through the process of annual review, are agreed and implemented in accordance with internal and external regulations.

Modifications to programmes are categorised as **Extensive, Significant** or **Minor**.

Extensive modification is generally considered to involve

- Changes to the programme title
- Changes to the programme that fundamentally changes the nature of the award
- New entry requirements
- The addition or removal of embedded awards
- Fundamental changes to programme learning outcomes – this could be affected by changes to profound module learning outcomes
- Addition or deletion of mandatory modules
- Changes to module credit weightings

Extensive modification is dealt with through the Programmatic Review Process (QA 11.4)

This policy relates to **significant** and **minor** modifications to programmes resulting from the annual review processes. It describes process and provides procedure on the categorisation of changes, as significant or minor, and on how significant and minor changes are made.

Policy Statement

- All programmes at SNMCI are reviewed annually
- Through the natural term of a programme, review processes may indicate a need for significant or minor modifications.
- Proposed modifications are intended to maintain, and where possible improve, the standard of the programme
- The modification procedure will ensure that the definitive record of each programme is kept up to date
- All modifications are subject to approval prior to implementation
- Modifications will not conflict with any recommendation or comments made by a panel at the validation of the programme, nor with the College's policies or regulations
- Modifications to programmes will not be applied retrospectively and will normally be implemented at the beginning of the academic year following their approval

- Current learners, who will be directly affected by proposed modifications to arrangements for progression or assessment, must be consulted during the process. (A decision will be made, by the Programme Director and the Director of Quality Enhancement and Academic Affairs, as to the level of consultation appropriate)
- The Programme Director is responsible for ensuring that all approved modifications to programmes are communicated to all concerned parties within the College.

Significant changes

The following proposed changes constitute a significant programme modification

- Changes to the approved programme schedule including;
- Addition or deletion of elective modules
- Changes to assessment strategies / weightings
- Changes to module title
- Changes to transient module learning outcomes

Minor changes

The following proposed changes constitute a minor programme modification

- Booklist updates
- Indicative module content updates
- Changes in teaching strategies

Staff Involved

Programme Directors; Programme Committees; DQAA; Academic Board; Validating Body

	Person/s Responsible	Records generated to ensure evidence of follow through
<p>Approval Process and Procedure Outline Approval Process</p> <ul style="list-style-type: none"> - Modifications to programmes are linked to all other quality mechanisms, e.g. External Examiner Reports, Programme Committee Reports, Lecturer Feedback, Learner Feedback and the Annual Programme Report (APR QA 11.2) 	<p>Proposer (usually PD)</p>	<p>Form: Either Significant Modification or Minor Modification)</p>

<ul style="list-style-type: none"> - A Programme Modification must provide a clear rationale, supported by evidence from the above named sources. - The nature and extent of the change (significant/minor) will be determined by a Quality Enhancement Panel comprising the CEO, the Director of Quality and Academic Affairs, the Head of Examinations and a Programme Director (other than the PD from the programme where the modification is being proposed). - The Panel will make a recommendation to the Academic Board on the nature and merits of the proposed modification. 	Quality Enhancement Panel	Rationale Evidence Report to Academic Board
Approval Procedure		
<ul style="list-style-type: none"> - The proposer of the modification (normally the Programme Director) submits the completed FQA 11.3 A or QA 11.3 B to the Quality Enhancement Panel via the DQAA. 	Programme Director	Programme Modification Form FQA 11.3 A/11.3 B
<ul style="list-style-type: none"> - The DQAA circulates the modification proposal to the Sub-committee members within 5 working days of its receipt 	DQAA	Correspondence
<ul style="list-style-type: none"> - The Panel convenes within 10 working days of receipt of FQA 11.3A/11.3B Significant /Minor Modification Form 		
<ul style="list-style-type: none"> - The Panel evaluates the modification proposal on whether it is sound in respect of its rationale, evidence presented and completeness of documentation, and also on whether the modification proposal constitutes a minor or a significant change. 	Panel	
<ul style="list-style-type: none"> - In cases where the Panel is not satisfied with the quality of the proposal the programme director will be asked to resubmit or withdraw their proposal. 	Panel	
<ul style="list-style-type: none"> - In cases where the proposal is evaluated as a minor change, a recommendation for approval will be made to Academic Board and the documentation, including FQA 11.3 A Minor Modification o Form, will be signed by the DQAA. 	DQAA	Correspondence
<ul style="list-style-type: none"> - Proposers of modifications are reminded that all minor changes must be reflected in the Annual Programme Report. 	PD	Signed form plus report to AB APR
<ul style="list-style-type: none"> - In cases where the proposal is evaluated as a significant change the same process as described for a minor change will apply. In addition to this a letter will be sent to the accreditation body (normally QQI) informing them of the change. 	DQAA	Letter
The letter will include:		

<ul style="list-style-type: none"> ○ The Programme Title ○ The Current Approved Programme Schedules ○ The Proposed Approved Programme Schedules ○ Any other relevant documentation <ul style="list-style-type: none"> - The letter will be sent by the DQAA within 5 working days of formal Academic Board approval of the programme modification - Once confirmation on the adoption of modifications is received from the accreditation body, the modifications can be formally adopted, normally in advance of the upcoming academic year. - In cases of both minor and significant changes, the Programme Director is responsible for ensuring that all programme documentation (including the definitive programme document) reflects any agreed modifications - The Programme Director is responsible for ensuring that a copy of all modified programme documents is made available (as relevant) to: Learners and College staff. - The DQAA Will inform all College Departments such as: Admissions, Marketing, Registration, Examinations, where appropriate 		
<p>Timings Timings in relation to Programme Modification</p> <ul style="list-style-type: none"> - Submission of programme modification proposals are to be made no later than the 3rd week of June to be included in the next Academic year - The Quality Enhancement Panel will convene within 10 working days of receipt of the modification proposal - Notification of the Panel recommendation to the Programme Director will be made no more than 2 working days after the Panel meeting - The Panel will make its recommendation for approval at the next scheduled AB meeting. - The accreditation body (normally QQI) will be informed of the modification within 5 working days of AB approval 	<p>PD</p> <p>PD</p> <p>DQAA</p> <p>Proposer (PD)</p> <p>Panel</p> <p>Panel Chair</p> <p>Panel</p>	<p>QQI response</p> <p>Minutes of Programme meeting</p> <p>Correspondence</p> <p>Minutes of Programme meeting FQA 11.3A/11.3B</p> <p>Correspondence Panel Report</p>

<ul style="list-style-type: none"> - Modifications to the relevant documentation are to be implemented on receipt of confirmation they have been accepted by the accrediting body, (normally QQI) in advance of the next academic year - Communications to relevant parties to take place in advance of the next academic year 	DQAA PD DQAA	Correspondence with QQI Modified documentation APR
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Policy Control Sheet

Policy	QA 11.3 Programme Modification
Version	3.0
Adopted/Effective	August 2020
Supersedes	2.0
Monitoring/ Next Review Date	Yearly/August 2021
Responsible Officer(s) Designated Reviewer(s)	DQAA;
Scope	Programmatic

References

SNMCI Policy area	11) Self- Evaluation, Monitoring and Review: QA Vol 3
Developed with reference to	<p>QQI (2016) <i>Core Statutory Quality Assurance Guidelines</i></p> <p>QQI (2016) <i>Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis</i></p> <p><i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i>, May 2015</p>
Related SNMCI Policies / Forms	<p>QA11.3 A: Minor Modification Form</p> <p>QA 11.3B: Significant Modification Form</p>

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/08/2020	General Review	Office of DQAA	AB