

Glasgow Caledonian University

Information for students relating to Programme Changes/Cancellation and Withdrawal from Portfolio

1. DELIVERY OF PROGRAMMES

Glasgow Caledonian University will take all appropriate steps to deliver programmes and modules in accordance with the public information available via the University Website and associated prospectuses. In managing the programme portfolio the University ensures that due diligence and good governance arrangements are in place to assure the student learning experience. Any changes to Programmes must comply with the University's quality enhancement and assurance requirements. Where changes are being proposed consultation with all stakeholders and in particular students must take place.

There is a possibility that changes may be made to programmes and associated modules for quality assurance and enhancement reasons. This document explains the reasons why such changes are made and the method for making the changes.

The detailed processes that the University follows for managing changes to programmes are contained within the Quality Enhancement and Assurance Handbook. If you would like to see this it can be accessed at:

<http://www.gcu.ac.uk/gaq/qualityenhancementandassurance/qualityenhancementandassurancehandbook/>

2. CHANGES TO PROGRAMMES – WHY THIS HAPPENS

ANNUAL MONITORING AND PERIODIC REVIEW- THE REASONS WHY WE MAKE CHANGES

As part of the **annual monitoring** and enhancement process the University may make changes to programmes and modules in order to enhance the student learning experience and/or to maintain the standard of the award. The monitoring process involves the consideration of feedback from key stakeholders such as staff, students, external examiners, employers and where relevant, from professional, regulatory and statutory bodies. Changes from the annual monitoring process are normally minor in nature and students will be informed via an updated programme and/or module handbook.

In addition to annual monitoring all programmes in the University's portfolio are subject to **periodic review** on a five year cycle. Periodic review is part of the formal quality assurance process of the University which confirms the on-going viability of a programme; the student learning experience and currency of the provision. This process not only involves review of the content, pedagogy and delivery methods but also involves consideration of feedback from key stakeholders (outlined above). The outcome of reviews are considered by School Boards and by the University's Learning & Teaching Sub Committee on behalf of Senate.

Monitoring and review as outlined above may result in minor or major changes to a programme of study.

MINOR CHANGES TO PROGRAMMES AND MODULES

For the reasons given above the University may make minor changes to a programme or module. A minor change is a minor adjustment that does not impact negatively on the student experience. This may be the inclusion of a new or revised module or a replacement module. These matters are considered by the Programme Board which has student/class representation. Consultation also takes place with all other stakeholders (outlined above). The Programme Board must liaise with the Department of Quality regarding changes, providing confirmation that the Programme Board and the External Examiner are in agreement and that students have been made aware of the proposal. Once approved through the University's quality assurance processes an updated Programme Specification will be made available to students concerned. All University public information is also updated as appropriate.

MAJOR CHANGES TO PROGRAMMES AND MODULES

Proposed changes falling outwith the minor category, for example major structural revisions; significant alteration to learning, teaching and assessment or the introduction of a new delivery mode (not previously approved) are regarded as major changes. Major changes to a programme of study will require a re-approval of the programme. The Programme Board will be required to provide an outline of the proposals for confirmation of level and scope of review required. In such cases consultation with all stakeholders and in particular students takes place. With the exception of changes required for statutory or regulatory purposes, following a major change, a student who wishes to complete the programme on which they are registered because they are not in agreement with the proposed change may still do so and the University will ensure that they can complete. Any student who wishes to transition onto the new programme can do so and will be provided with an updated programme specification.

AVAILABILITY OF MODULES

Programmes are designed to deliver core modules that meet the learning outcomes for the programme. In order to complement core studies some offer participation in optional modules. Participation in specific optional modules is not guaranteed by the University. Option choices and any restrictions such as minimum and maximum number of students the module can run with will be made available to students. If a student selects an optional module that becomes unavailable (i.e by not securing the necessary minimal number of students required to be viable) he or she will be notified as soon as possible and advised of the modules available for selection under the then current catalogue of modules for the programme.

CHANGE OF TITLE OF AWARD

The University may occasionally change the title of an award. Where this occurs, the University will ensure that all stakeholders, particularly students studying on the programme are fully consulted and (with the exception of changes required for statutory or regulatory purposes) are in agreement with the proposal. The rationale for the change and the views of students will be documented in the Programme Board minutes. The Programme Board is required to liaise with the Quality Department regarding the process for approval. The University will ensure that any student not in agreement with the proposed change of title will be able to continue their studies through to completion of the named award they registered for (with the exception of any changes required for statutory or regulatory purposes). Once formally approved a revised Programme Specification will be made available to students via the Programme Handbook and all University public information will be updated as appropriate

3. CANCELLATION OF A PROGRAMME OR AWARD TITLE CHANGE –BEFORE YOU JOIN THE UNIVERSITY

Some programmes are dependent on a sufficient number of students participating. The University consider this to be a quality assurance matter. Applicants will be informed if this is the case for the particular programme they are applying to before offer acceptance stage. In the event that sufficient student numbers are not reached the University may cancel the delivery of the programme. The decision to cancel a programme will be made no later than each December for undergraduate programmes commencing the following September and not less than 6 weeks before the start date for postgraduate programmes. Applicants will receive a written communication from the School (via Admissions) and will be offered the opportunity to select an alternative programme or defer their entry to the subsequent academic year if possible. If the applicant does not wish to pursue either alternative a refund of any fees paid by the applicant will be made. In the rare event that a change is required when prospective students have accepted a place to study on the old named award all students will be fully informed of the change and the rationale for it.

4. WITHDRAWAL OF A PROGRAMME – EXISTING PROGRAMMES OF STUDY

As a consequence of the annual/periodic monitoring and review of programmes and any University-wide refresh of the portfolio of programmes the University Senate may agree to discontinue an approved programme of study. In such circumstances the University will ensure that the quality of the student learning experience is maintained and that students are able to complete the programme of study which they registered for. If appropriate, and with the agreement of the students concerned, the opportunity will be given to transfer to a suitable alternative. In such cases the Schools will ensure that full communication with students takes place on the proposals and their agreement sought. The withdrawal of a programme of study from the portfolio requires the approval of the Academic Policy Committee on behalf of Senate. The rationale for the proposed withdrawal will outline the mechanisms/provisions for students continuing on a programme being phased out.