**PROGRAMME AND CLIENT APPROVAL GROUP**

**(SUB-GROUP OF THE ACADEMIC PLANNING TEAM)**

**Application for major modification to an existing programme of study**

All proposals for major modifications to existing programmes of study require the approval of the Academic Planning Team’s sub-group, the Programme and Client Approval Group (PCAG), and validation by the Academic Standards Committee (ASC). The types of modifications requiring PCAG and ASC approval are listed in Section 1 below and in Chapter 4 of the Academic Quality Handbook. Where modifications to a number of cognate programmes are proposed, a single PV1a form may be used.

Proposals must be presented on this PV1a form, which must be approved by the relevant Institute Board prior to submission to PCAG. Validation cannot take place before PCAG approval has been given. Decisions of the PCAG are reported to the Academic Planning Team.

**Collaborative programmes:** This process also applies to collaborative programmes which are delivered by the University. All proposals relating to, or having an impact on, partner institutions and collaborative programmes should be referred to the Collaborative Partnerships Office who will help to ensure appropriate liaison between the partner institution and the relevant Institute in the development of the proposal.

Advice on the procedure is available from the Academic Office. Completed PV1a forms should be submitted to the Academic Office ([quality@uwtsd.ac.uk](mailto:quality@uwtsd.ac.uk)) for presentation to PCAG. There is a weekly deadline of **9.00am on Tuesday** for the forms to be considered by the PCAG, normally for initial scrutiny on Thursday followed by discussions with the Institute on the subsequent Monday, where required. The frequency of meetings will be reduced outside term time.

**1 Summary**

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| Proposing Institute/Institutes |  | | | | | |
| Institute Cost Centre/Project Code |  | | | | | |
| Proposing Academic Discipline(s):  please give name and code |  | | | | | |
| If more than one Institute is involved, which Institute is responsible for the programme for the purposes of validation, monitoring and review? |  | | | | | |
| Partner Institution (if relevant) |  | | | | | |
| Full title of current programme(s) (in English and in Welsh if the programme is offered bilingually) |  | | | | | |
| Date of initial validation or most recent revalidation of the current programme (MM/YYYY) |  | | | | | |
| Has the programme been subject to a major modification since the initial validation or most recent revalidation? If so, provide brief details e.g. Change of mode of delivery 03/2020 |  | | | | | |
| Mode(s) of attendance (Full-time/Part-time/Sandwich/Other) |  | | | | | |
| Location of delivery (specify campus or distance-learning; include details of any partner institution) |  | | | | | |
| Awarding body (if not the University) |  | | | | | |
| HECoS Code |  | | | | | |
| HESA Cost Centre (to be assigned by an Assistant Dean; please refer to the JACS and HESA protocol) |  | | | | | |
| Nature of proposed modification (please select from the list below and provide brief details)  \* Note that External Examiner approval is required for these modifications. |  | | | | | |
| 1. Change to title of programme or award, or the introduction of a new award within a programme[[1]](#footnote-1) (if a change to title, please provide a translation of the new title if is offered bilingually)\* |  | | | | | |
| 1. Change to mode of delivery (full-time/part-time/ online/language etc) |  | | | | | |
| 1. Change to location of delivery (different campus, off-site or outreach) |  | | | | | |
| 1. Introduction of a new named pathway within an approved award\* |  | | | | | |
| 1. Introduction of new material or new modules which results in a material change (see AQH Chapter 4 for definition of material change)\* |  | | | | | |
| 1. A change that carries additional requirements in respect of resources, including any additions or changes to intake dates |  | | | | | |
| Please provide details of any Professional Accreditation linked to the programme concerned, and advise whether or not the Academic Office needs to inform the relevant PSRB (see AQH Chapter 4) |  | | | | | |
| Date from which modification will take effect (month and year) |  | | | | | |
| If introducing a new named pathway, please confirm the intake month(s) | Standard: ☐ | | | | | |
| Sept /Oct | ☐ | Feb | ☐ | June | ☐ |
| Non Standard: ☐ | | | | | |
| Please Specify: | | | | | |
| If introducing a new placement, is it a mandatory placement of over 10 weeks (this may affect the staff student ratio and will need to be coded appropriately)? | Yes  No  N/A | | | | | |
| If yes, please detail (e.g. Length of the mandatory placement and embedded within which level of study): | | | | | |
| Confirmation of which cohorts will be affected by the revisions (e.g. next new intake, or some or all of the existing cohorts – please specify in detail) |  | | | | | |
| **CMA implications for applicants:**  Please clarify the process for ensuring accuracy of published information and that applicants are fully aware of the modules that they will be studying before they accept an offer?  (NOTE: implications for current students are covered by question 3.4 on this form) |  | | | | | |
| If adding a new pathway, does it need to be on UCAS? | Yes ☐ No ☐ | | | | | |
| If yes, please give a brief summary of the new programme. This is the summary that will be used on the UCAS website so please ensure therefore that it is appropriate for applicants. This summary has a maximum limit of 4,000 characters. |  | | | | | |
| Disclosure and Barring Service (DBS) check required? | Yes  No | | | | | |
|  | If Yes, which DBS is required?   1. Enhanced child 2. Enhanced Adult 3. Enhanced Child & Adult | | | | | |
|  | During which year is DBS required?   1. Start of course 2. During course, please specify year: ……………… 3. Module-based? Yes  No   If yes, for which module? ………………………… | | | | | |

**2 Rationale**

2.1 Brief rationale for the proposed modification

1. **Implications**

3.1 Where a change to mode or location of delivery is proposed, please summarise the implications of the change on, for example, the teaching pattern, student attendance and access to University facilities

3.2 Where a change to programme title is proposed, please confirm that the proposal has been discussed with Marketing

3.3 Where the introduction of a new, named pathway or the introduction of new material/modules is proposed, **please complete the Module Summary table, highlighting the modules that have changed or been added** *(An amended Programme Document is not required for PCAG approval but will be required in due course by ASC for validation purposes)*

3.4 Where it is intended that the revision will apply to existing cohorts, please confirm that arrangements will be made to consult with students. *(Programme Teams are advised to keep a record of such consultations and to obtain students’ signatures agreeing to the change.)*

1. **Involvement of other Institutes and partners (as per the introductory text on page 1, please ensure that all proposals relating to, or having an impact on, partner institutions and collaborative programmes are discussed with the Collaborative Partnerships Office prior to completion of this form)**

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| --- |
| 4.1 Does the modification have implications for other Institutes or partner institutions (please ensure that implications for franchise programmes are considered where relevant)?  4.2 If yes, please confirm that you have discussed the modification with the relevant Institutes or institutions and that they have no objections to the proposal  4.3 Is the modification likely to entail additional contractual obligations for the University (for example, with an external provider of teaching or services)? |

1. **Resourcing**

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| --- |
| * 1. Does the modification have staffing implications and have any requirements for additional staffing been approved between the Institute Management and the Finance Department? **If yes, please provide details (please ensure that you provide sufficient detail to justify your proposal).**   2. Does the modification have non-staffing resource implications? **If yes, please provide details (please ensure that you provide sufficient detail to justify your proposal).** The Learning Resources Centre should be informed of modifications that have implications for bibliographies.   3. Are there any implications which have not been included in the financial summary? For example, will the modification lead to any special or additional requirements that will have resource implications (for example, the need for students to undergo checks with the Disclosure and Barring Service)?   5.4 If the programme is to be delivered part-time, please confirm the part-time fee rate. |

**6 Summary of approvals**

***This section should be signed by the Dean(s) below PRIOR TO SUBMISSION TO PCAG. In signing the form, the Dean(s) are confirming that the appropriate consultation has taken place and that they support the development of the proposed programme as outlined on this PV1 form.***

I confirm that the proposal was supported by the Institute Board on ……………… (Date)

I confirm that, if the proposal involves a partner institution, this has been discussed with the Collaborative Partnerships Office**: YES / Not applicable**

Signed …………………………………… Date ……………………………………….

Dean of Institute

Where the proposal involves more than one Institute, the signatures of the other relevant Dean(s) should be provided below

…………………………………………………………………………………………………………………………

**Module Summary Table**

***Please include all modules within the programme, highlighting proposed new modules and any which have been modified***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module title** | **If existing, give module code** | **Level** | **Credits** | **HECoS**  **Code** | **If applicable, other programmes sharing module** | **Academic Disciplines/Institute with responsibility for module (if not the proposing Academic Discipline/Institute)** |
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1. Note that if the programme is being upgraded e.g. from a PgCert to a full MA, or from Honours to Master’s level, such proposals must be presented on a PV1 form. [↑](#footnote-ref-1)