

**University of Glasgow**

**Academic Standards Committee – Thursday 21 May 2015**

**The Glasgow School of Art: Proposal for a Programme and Course  
Amendment Policy (Major) and a Programme and Course  
Amendment Policy (Minor)**

**Robbie Mulholland, Clerk, Joint Liaison Committee of the University of  
Glasgow and The Glasgow School of Art**

In October 2014, following the approval of the revised Programme Approval Policy and associated pro formas, Academic Council agreed that Academic Registry should consider the policy and pro formas related to major and minor amendment to programmes and courses with a view to streamlining these processes. In addition, as a result of the revisions to the Programme Approval process, it was necessary to review the remit of the Programme Approval Group and Course Approval Group to ensure that programme and course amendments and new course approvals continue to receive appropriately focused consideration and scrutiny.

The revised Programme and Course Amendment Policies and related pro formas are based upon the Programme and Course Changes Policy and Programme Approval/Validation Policy previously approved by Academic Council.

The documentation has been amended, as appropriate, in line with feedback received from members of Undergraduate and Postgraduate Committee and the University of Glasgow.

**Attached:**

- Programme and Course Amendment Policy (Major)
- Major Programme and/or Course Amendment Proposal pro forma
- Programme and/or Course Amendment Information Document
- Programme and Course Amendment Policy (Minor)
- Minor Programme and Course Amendment pro forma
- Programme Amendment and Course Approval and Amendment Group Remit and Membership 2014-15

**Programme and Course  
Amendment Policy  
(*Major*)**

**Academic Registry**

**Date Approved by**

**Academic Council: 6 May 2015**

# THE GLASGOW SCHOOL OF ART

## PROGRAMME AND COURSE AMENDMENT POLICY (*Major*)

### GENERAL APPROACH

Amendments to programmes and courses are either classed as *major* or *minor*. These classifications are defined by the University of Glasgow and are available from the Senate Office. For guidance on process, please contact Academic Registry and see the following link to the University of Glasgow website:

[www.gla.ac.uk/services/senateoffice/qea/progdesignapproval/programmeapproval/majorminor/](http://www.gla.ac.uk/services/senateoffice/qea/progdesignapproval/programmeapproval/majorminor/)

This process enables for the management and oversight of major programme and course amendments. Amendments to programmes or courses which are deemed to be *minor* should follow the Programme and Course Amendment Policy (*Minor*) which is available on GSA's website.

### PRECEPTS

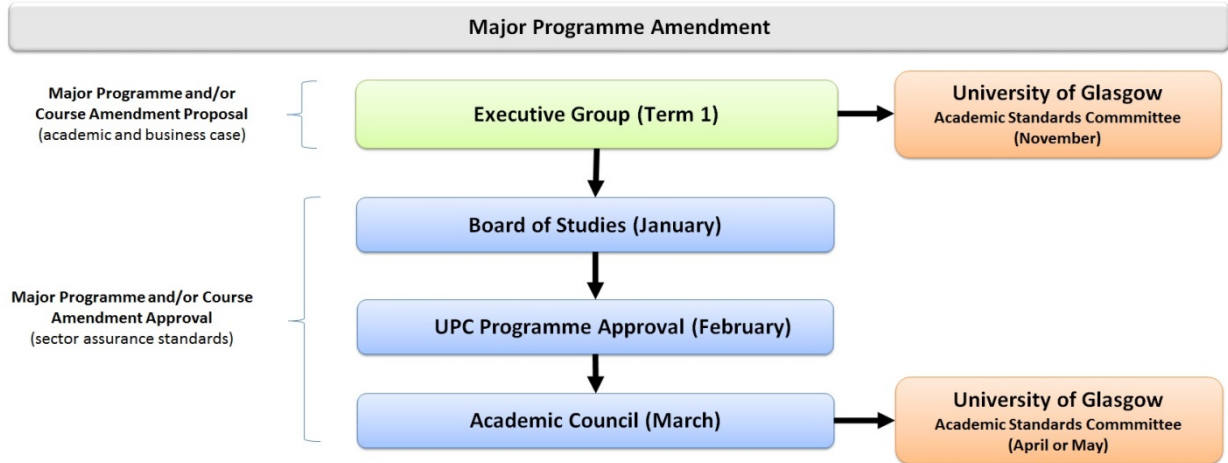
- 1.1 Proposers shall, at an early stage, discuss their outline changes with Academic Registry.
- 1.2 Academic Registry shall establish whether a standard or bespoke approach to programme and course changes is required and provide appropriate guidance to the proposer.
- 1.3 All programme and course changes shall be compatible with the QAA UK Quality Code for Higher Education, Benchmark Statements, PSRB, SCQF Guidance and the academic standards of GSA and the University of Glasgow.
- 1.4 GSA and Schools shall recognise the importance of not disadvantaging students currently enrolled on a programme.
- 1.5 All programme and course changes shall satisfy Boards of Studies and Academic Council that the assurance and review of academic quality and standards is in keeping with GSA expectations and reputation.
- 1.6 Proposals for major programme amendments shall satisfy GSA's Executive group that the academic rationale and the business case for the proposed amendments are in keeping with GSA expectations and reputation.
- 1.7 Approval from the University of Glasgow shall be sought where appropriate. Formal approval requests shall be submitted in consultation with the University's Academic Collaborations Office.
- 1.8 Course and Programme Closures, and notification of the appropriate teaching out arrangements will be reported to the University of Glasgow in accordance with GSA's Course Closure and Programme Closure Policies.
- 1.9 Programme Leaders shall ensure that students are consulted on proposals for major amendments to their programme or course.
- 1.10 Programme Leaders shall ensure that the current External Examiner(s) is consulted on proposals for major amendments to the programmes or courses.
- 1.11 The Annual Report to the University of Glasgow Senate shall inform and update the University regarding significant changes to programme provision.
- 1.12 Academic Council shall be responsible for approving programme and course changes in terms of academic matters. The Executive Group may require to be assured

regarding academic and non-academic matters. Academic Registry will advise proposers of the information, documentation and approval routes regarding their particular proposal.

- 1.13 Boards of Studies shall not approve or recommend programme and course changes without having been assured by the proposer that the proposal has been fully discussed with Academic Registry and that the proposal has satisfied the guidance provided by Academic Registry.
- 1.14 Schools and departments shall assist Academic Registry in establishing a current, transparent and accessible archive of programme and course specifications.
- 1.15 The Programme Leader is responsible for ensuring that the final version of the approved documentation is lodged with Academic Registry.

**Process for Programme and Course Amendments (Major)**

- 2.1 The precepts detailed in 1.1 – 1.15 apply.
- 2.2 Proposals for major programme and/or course amendments follow the Programme Approval process: a *Major Programme and/or Course Amendment Proposal* is submitted to the Executive Group for consideration and approval. Following Executive Group approval, a *Programme and/or Course Amendment Information Document* is submitted to the Programme Approval Committee, via Boards of Studies for consideration and approval.
- 2.3 While there is scope for this process to span two academic sessions, a proposed workflow for how the process would approve major programme and course amendments in a single session is set out below:



- 2.4 Where the proposal for a major programme and/or course amendment would apply to a programme which is delivered in collaboration with a partner institution, in addition to the requirements of this policy, Programme Leaders are required to consider and complete pro formas which relate specifically to Collaborative Provision.
- 2.5 Where the proposed amendment includes a collaborative or joint undertaking with the University of Glasgow, Programme Leaders shall contact Academic Registry at an early stage to ensure that the correct process is followed. Where GSA is the administering institution, the GSA’s process would apply. Where the University of Glasgow is the administering institution, the University’s Programme Approval process would apply. Programme Leaders should also refer to GSA’s suite of Collaborative Provision policies available from Academic Registry.

- 2.6 The Programme Leader shall consult with the GSA Director of Finance and Resources at an early stage to establish whether the financial rationale needs to be revisited as a result of the proposed amendment. If it is established that this is the case, an amended financial rationale must be submitted prior to finalisation of the *Major Programme and/or Course Amendment Proposal* in order to enable the GSA Director of Finance and Resources to consider the resourcing and risk management of the proposal. The proposal cannot proceed until there is approval, in principle, from the Director of Finance and Resources.
- 2.7 The Programme Leader shall consult with the Head of Student Recruitment at an early stage to establish whether it would be necessary to complete a Programme Assessment Template and undertake market research from the market research company. If it is agreed that market research company input would be appropriate, this should also be submitted to the Executive Group along with the *Major Programme and/or Course Amendment Proposal*. Programme Leaders should note that the market research company may need up to six weeks to produce this report.
- 2.8 Throughout the *Proposal* and *Approval* stages of the process, the Programme Leader shall inform Academic Registry and the Director of Finance and Resources of any change to the financial position of the programme.
- 2.9 External Examiner representation is expected at the *Approval* stage.
- 2.10 Appropriate representation from the University of Glasgow is expected at *Approval* stage. In cases where the major programme and/or course amendment being proposed is a joint collaboration with the University of Glasgow, two representatives from the University should be invited to attend.

### ***Proposal Stage***

- 2.10 The Executive Group is responsible for the consideration and approval of the *Major Programme and/or Course Amendment Proposal*.
- 2.11 Programme Leaders should submit the completed documentation to Academic Registry two weeks in advance of the Executive Group meeting.
- 2.12 Academic Registry is responsible for reviewing the proposal and preparing an overview paper for consideration by the Executive Group. This paper will be shared with the relevant Head of School and Programme Leader at the point of submission to the Secretary of the Executive Group.
- 2.13 The relevant Head of School is responsible for presenting the proposal at the Executive Group.
- 2.14 Following Executive Group approval, the *Major Programme and/or Course Amendment Proposal* will be submitted to the University of Glasgow's Academic Standards Committee for consideration and approval.

### ***Approval Stage***

- 2.15 Board of Studies consideration:
  - a. may be delegated to an extraordinary meeting of the Board of Studies (which shall be open to all members).
  - b. shall include input from an Internal Critical Friend (from GSA but outwith that School).
  - c. shall be convened by the Head of School or Convenor of the Board of Studies.
  - d. shall include the Head of Learning and Teaching or Head of the Graduate School, if appropriate.

- e. shall include External Examiner input (normally written).
  - f. shall include employer input (normally written).
  - g. shall include student input (normally written and by representation).
  - h. shall consider the following documentation, in addition to that listed above:
    - i. Major Programme and/or Course Amendment Proposal
    - ii. Programme and/or Course Amendment Information Document
    - iii. Programme Specification (with amendments highlighted as appropriate)
    - iv. Course Specifications (with amendments highlighted as appropriate)
- 2.16 Major amendments to programmes and/or courses will be considered at a UPC Programme Approval meeting.
- 2.17 UPC Programme Approval consideration:
- a. Is normally delegated to an extraordinary meeting of UPC (which shall be open to all members).
  - b. shall be convened by the Convenor of UPC or nominee.
  - c. shall include student representation (exceptionally input may be written).
  - d. Shall include External Examiner representation (exceptionally input may be written).
  - e. shall include University of Glasgow representation (as outlined in 2.8)
  - f. shall consider the following documentation, in addition to any exceptional written input:
    - i. Major Programme and/or Course Amendment Proposal
    - ii. Programme Specification (with amendments highlighted as appropriate)
    - iii. Course Specifications (with amendments highlighted as appropriate)
- 2.18 UPC Programme Approval shall recommend approval on the basis that:
- a. the proposed amendment is of an appropriate standard, or
  - b. recommendations are addressed (normally within the first year of implementation), and/or
  - c. conditions are addressed (normally prior to Academic Council consideration).
- 2.19 The UPC Programme Approval report to Academic Council shall:
- a. specify any recommendation or conditions.
  - b. identify points of good practice.
  - c. identify how account was taken of student feedback and students' views in general.
  - d. recommend the date on which the delivery of the provision should commence (normally the next academic session).
  - e. the length of the approval period (normally the period of approval (validation) shall be the remainder of the outstanding period of approval for the original programme).
- 2.20 The Convenor of the UPC Programme Approval meeting is responsible for confirming to the next meeting of Academic Council that conditions have been appropriately satisfied.
- 2.21 The Convenor of Academic Council, supported by Academic Registry, is responsible for confirming to the next meeting of the University of Glasgow's Academic Standards Committee that any outstanding conditions have been appropriately satisfied. This will

normally be via a copy of the relevant extract of the Academic Council minute where the response has been considered.

- 2.22 In cases where the amended programmes are validated by the University of Glasgow, these may be publicised and marketed following full consideration of the Programme Approval documentation by GSA and the final approval (validation) of the University of Glasgow's Academic Standards Committee.
- 2.23 Prospective students must be informed as soon as possible about any proposed change to the programme they are applying for.
- 2.24 Recruitment and admission to the amended programme or pathway will take place in accordance with GSA standard regulations and practices. Responsibility for monitoring the level of recruitment rests with the relevant Head of School, in consultation with the Head of Student Recruitment and the Admissions Target Group.
- 2.25 The Programme Leader is responsible for ensuring that the final version of the approved documentation is lodged with Academic Registry.
- 2.26 Marketing, target setting and recruitment requirements shall be addressed in consultation with the Head of Student Recruitment and the Director of Marketing, Communication and Strategic Planning and evidenced in the *Major Programme and/or Course Amendment Proposal* in the form of:
  - a. analysis of the potential market for the amended programme in the UK and internationally, prepared in consultation with the Head of Student Recruitment, which includes
    - i. Analysis of enquirer data.
    - ii. Analysis of data on market trends e.g. HESA data or UCAS data if the programme primarily aims to recruit recent graduate students.
    - iii. Competitor analysis.
    - iv. Research with existing students.
    - v. Research with employers/potential funders showing evidence of industry demand.
    - vi. Examples of career paths available to graduates.
    - vii. Consultation with relevant professional bodies.
    - viii. Evidence of an EU/non-EU market

The role of Marketing and Communications in this process will not be to define whether or not there is a market for proposed amendment to the programme but to review whether or not an appropriate level of market research has been undertaken and, on the basis of the evidence provided, to comment upon the likely demand for a programme and its probability of delivering the target number described.
  - b. definition of an outline marketing strategy.
  - c. definition of minimum and maximum student numbers and targets for the first five years of the amended programme.
  - d. completion and submission of the Programme Assessment Template to the Head of Student Recruitment together with the market research from the market research company (if appropriate) which should form part of the business case submitted to the Executive Group.
- 2.27 After approval of the *Major Programme and/or Course Amendment Proposal*:

- a. If appropriate, a revised target number of offers to be made for the first year of operation shall be agreed between Head of School and Head of Student Recruitment.
- b. If appropriate, a revised marketing strategy shall be agreed between Head of School and Director of Marketing, Communication and Strategic Planning.
- c. applications shall be monitored monthly through the Admissions Target Group. The Head of School shall be responsible for maintaining oversight of progress towards targets. Registry shall routinely and regularly inform Schools of applicant numbers.
- d. if admissions target has not been achieved by a specified date (determined by the Executive Group), the Head of School, in consultation with the Directorate, shall determine whether or not a programme will run taking into account the possibility of incurring a deficit or the need to have the programme underwritten by the Directorate.

**Guidance:**

- Programme and Course Design: Principles and Guidance

**Templates:**

- Major Programme and/or Course Amendment Proposal pro forma
- Programme and/or Course Amendment Information Document



*This proposal for a major Programme or Course amendment should be approved by the Executive Group via Academic Registry.*

<b>Submitted by: (Proposer)</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

<b>Confirmed by: (Head of School)</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

<b>1. Please indicate whether the amendment (s) proposed are to a course or programme (or both):</b>	
<b>Course</b>	<input type="checkbox"/>
<b>Programme</b>	<input type="checkbox"/>

<b>2. If the major amendment is to a programme, please confirm the following details</b> <i>(highlighting any amendment as appropriate)</i>						
<b>2.1 Programme Title</b>	Click here to enter text.					
<b>2.2 Award</b>	Click here to enter text.					
<b>2.3 Exit Awards</b>	Click here to enter text.					
<b>2.4 Length of Programme</b>	<b>Months FT /</b>		<b>Months PT</b>			
<b>2.5 Programme Level</b>	<b>Undergraduate</b>	<input type="checkbox"/>	<b>Postgraduate Taught</b>	<input type="checkbox"/>	<b>Postgraduate Research</b>	<input type="checkbox"/>
<b>2.6 Mode of Delivery</b>	<b>Full time</b>	<input type="checkbox"/>	<b>Part time</b>	<input type="checkbox"/>	<b>Distance Learning</b>	<input type="checkbox"/>

<b>3. If the major amendment is to a course, please confirm the following details</b> <i>(highlighting any amendment as appropriate)</i>						
<b>3.1 Course Title</b>	Click here to enter text.					
<b>3.2 SCQF Credits</b>	Click here to enter text.					
<b>3.3 Length of Course</b>	<b>Months/Weeks</b> <i>(delete as appropriate)</i>					
<b>3.4 Course Level</b>	<b>Undergraduate</b>	<input type="checkbox"/>	<b>Postgraduate Taught</b>	<input type="checkbox"/>	<b>Postgraduate Research</b>	<input type="checkbox"/>
<b>3.5 Mode of Delivery</b>	<b>Full time</b>	<input type="checkbox"/>	<b>Part time</b>	<input type="checkbox"/>	<b>Distance Learning</b>	<input type="checkbox"/>

<b>4. Please re-confirm Entry Qualifications</b> <i>(highlighting any changes as appropriate)</i>	
<b>3.1 Highers</b>	Click here to enter text.
<b>3.2 A Levels</b>	Click here to enter text.

<b>3.3 Other</b>	Click here to enter text.
<b>3.4 IELTS Score Required on Entry</b>	Click here to enter text.

<b>5. Planned date for implementation of the amendment.</b>	Click here to enter a date.
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<b>6. School</b>	Click here to enter text.
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<b>7. Department</b>	Click here to enter text.
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<b>8. Subject Area of the Programme (e.g. Interior Design)</b>	Click here to enter text.
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<b>9. Source of Funding (e.g. SFC)</b>	Click here to enter text.
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<b>9.1 Indicative Tuition Fees (Home/RUK/Overseas)</b>					
<b>Home</b>	<b>£</b>	<b>RUK</b>	<b>£</b>	<b>Overseas</b>	<b>£</b>

<b>10. Please provide a description of the amendment, including impact on course/programme level Intended Learning Outcomes (ILOs):</b>
Click here to enter text.

<b>11. Please outline the rationale for the amendment:</b>
Click here to enter text.

<b>12. Does the proposed amendment create a substantive overlap in terms of subject provision at this level in GSA? You may wish to comment in more detail below if there is inter-disciplinary overlap.</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details of the other programmes/courses below:	
<b>Programme</b>	Click here to enter text.
<b>School</b>	Click here to enter text.
<b>Programme/Course Leader</b>	Click here to enter text.
<b>Please confirm this overlap has been discussed with the relevant School</b>	Yes <input type="checkbox"/>
<b>Further comment?</b>	Click here to enter text.
<b>Please confirm this overlap has been discussed with Student Recruitment</b>	Yes <input type="checkbox"/>
<b>Further comment?</b>	Click here to enter text.

<b>13. Please re-confirm the minimum and maximum student numbers required to ensure that the provision is academically viable and appropriately resourced:</b>		
	<b>Minimum</b>	<b>Maximum</b>

Home/EU Students		
RUK Students		
Overseas Students		
<p><b>Please provide an explanation of the numbers given:</b>  <a href="#">Click here to enter text.</a></p>		

14.1 Please confirm that you have discussed the proposed change with the Deputy Director of Finance and Resources.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
14.2 Does the proposed amendment impact on the financial rationale?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
14.3 If yes, please confirm that an amended financial rationale has been approved by the Deputy Director of Finance and Resources. Any capital bids envisaged in the next four years for undergraduate programmes and three years for postgraduate programmes have been included in the financial rationale.				<input type="checkbox"/>
14.4 A copy of the amended financial rationale is attached.				<input type="checkbox"/>

15.1 Please confirm that you have discussed the proposed amendment with the Director of Marketing, Communications and Strategic Planning.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
15.2 Does the proposed amendment impact on the marketing strategy of the programme?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
15.3 If yes, please provide an analysis of the potential market for the programme in the UK and internationally, carried out in consultation with Marketing & Communications, and leading to formulation of marketing strategy: <i>Please provide an overview of the current and future market conditions.</i>				
<a href="#">Click here to enter text.</a>				
15.4 If appropriate, please confirm that a revised marketing strategy has been agreed.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

16. <b>Anticipated demand on staffing, resources and services (including English language support and welfare):</b> <i>Please list the expected FTE required for teaching and tutorials, all accommodation and workshop requirements. Also, state any monetary costs that would not be routine.</i>
<a href="#">Click here to enter text.</a>

<b>17. If a collaboration with other institutions is proposed, please provide the following:</b>	
Partner Institution:	<a href="#">Click here to enter text.</a>
<b>Nature of Collaboration (please tick)</b>	
Joint programme – single awarding institution – University of Glasgow	<input type="checkbox"/>
Joint programme – single awarding institution – other than UoG	<input type="checkbox"/>
Joint Programme – GSA delivery to UoG programme (Awarding institution: UoG)	<input type="checkbox"/>
Joint Programme – UoG delivery to GSA programme (Awarding institution: UoG)	<input type="checkbox"/>
Delivery of GSA programmes overseas	<input type="checkbox"/>
Articulation to a GSA programme	<input type="checkbox"/>
<b>If a Joint Programme, please state the administering institution:</b>	

<b>18. Please confirm the following consultations have taken place: (space is provided below to detail any comments or feedback from the consultations)</b>	
<b>18.1</b> The proposal and any resource implications have been discussed with the Head of Technical Support Department.	<input type="checkbox"/>
<b>18.2</b> The proposal has been discussed with the Head of Learning Resources and <i>the</i> attached 'Implications for Library/Learning Resources Provision' form has been completed.	<input type="checkbox"/>
<b>18.3</b> The proposal has been discussed with the Estates Manager and the attached 'Implications for Estates Provision' form has been completed.	<input type="checkbox"/>
<b>18.4</b> The proposal has been discussed with the Director of IT and the attached 'Implications for IT Provision' form has been completed.	<input type="checkbox"/>
<b>18.5</b> Please confirm that the proposal has been discussed in detail with the Head of Learning and Teaching.	<input type="checkbox"/>
<b>18.6</b> The proposal has been discussed with the current student cohort.	<input type="checkbox"/>
<b>18.7</b> The proposal has been discussed with the current External Examiner.	<input type="checkbox"/>
<b>18.8</b> If the proposal relates to postgraduate provision, please confirm that the proposal has been discussed in detail with the Head of Research and the PGT Programme Elective Coordinator.	<input type="checkbox"/>
<b>18.9</b> If the proposal relates to joint provision with the University of Glasgow, please confirm that the proposal has been discussed in detail with staff at an appropriate level in the relevant School/College.	<input type="checkbox"/>
<b>18.8</b> Please provide any relevant details from the above consultations:	
Click here to enter text.	

**IMPLICATIONS FOR LIBRARY/LEARNING RESOURCES PROVISION** *(to be completed by GSA Library)*

<b>DATE of this document</b>	Click here to enter a date.
<b>COURSE / PROGRAMME</b>	Click here to enter text.

<b>a. Position Statement</b>
<p><i>To be covered in this section:</i></p> <ul style="list-style-type: none"> <li><i>Review of current position of Library/Learning Resources in meeting the requirement of the amended course or programme</i></li> <li><i>Outline of areas for development/expansion</i></li> <li><i>Further relevant comments e.g. availability or cost of materials or preferred mode of delivery</i></li> </ul>

Click here to enter text.
<b>b. Current Collection Strengths</b>
Click here to enter text.
<b>c. Current Collection Weaknesses</b>
Click here to enter text.
<b>d. Indicative Costs for Addressing Collection Weaknesses</b>
Click here to enter text.

**IMPLICATIONS FOR ESTATES PROVISION** *(to be completed in liaison with Estates Management)*

<b>DATE of this document</b>	Click here to enter a date.
<b>COURSE / PROGRAMME</b>	Click here to enter text.

<b>a. Would the proposed amendment impact the spatial area currently allocated to the programme or course?</b>

<b>b. Would the proposed amendment to the course or programme require a new physical location?</b>

<b>c. If the response to (b) is yes, how will the new location of the programme impact on or be impacted on by current co-located programmes?</b>

<b>d. If the response to (b) is yes, what are the potential physical challenges with the space for the new location? (Please see Estates for a room data check sheet to assist)</b>

<b>e. If the response to (b) is yes, what are the financial implications of refitting the current</b>
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space to make it fit for purpose?

**IMPLICATIONS FOR IT PROVISION** *(to be completed in liaison with Director of IT)*

<b>DATE of this document</b>	Click here to enter a date.
<b>COURSE / PROGRAMME</b>	Click here to enter text.

<b>a. What is the impact on IT to support this Major Programme and/or Course amendment?</b>

<b>b. What additional / replacement IT hardware is required?</b>

<b>c. Is there additional / replacement software licenses required?</b>

<b>d. Are there any operating systems required in addition to those currently supported?</b>

<b>e. What are the financial implications from an IT perspective to deliver this programme?</b>

<b>THE GLASGOW SCHOOL OF ART</b>	<b>Major Programme or Course Amendment Information Document</b>
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<b>Submitted by: (Programme Leader)</b>	Click here to enter text.
Date	Click here to enter a date.

<b>Confirmed by: (Head of School)</b>	Click here to enter text.
Date	Click here to enter a date.

<b>Please re-confirm whether the amendment (s) proposed are to a course or programme (or both):</b>	
<b>Course</b>	<input type="checkbox"/>
<b>Programme</b>	<input type="checkbox"/>

<b>Name of Programme and/or Course:</b>
Click here to enter text.

<b>Please confirm that there are no outstanding conditions or required adjustments from the Executive Group or University of Glasgow</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain:	Click here to enter text.	

**Section A – to be completed by the Programme Leader**

<b>1.1 Please confirm that the rationale for making the change, as set out in the <i>Major Programme and Course Amendment Proposal</i> pro forma, remains the same:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>1.2 If these have changed, please provide details of the changes:</b>		
Click here to enter text.		

<b>2. If relevant, please confirm that the amended financial rationale for the programme is unchanged from the <i>Major Programme and Course Amendment Proposal</i> pro forma (e.g. tuition fees, SFC funded places, industrial sponsorship, revenue and capital):</b>	<input type="checkbox"/>
<b>If this has changed, please confirm Directorate approval and provide details of the change:</b>	
Click here to enter text.	

<b>3. Please confirm that the marketing strategy for the programme is unchanged from the <i>Major Programme and Course Amendment Proposal</i>:</b>	<input type="checkbox"/>
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If this has changed, please provide details of the change:

Click here to enter text.

**4. Please confirm that there are no other substantive changes (for example implications for Learning Resources, the Estates provision etc.) from the *Major Programme and Course Amendment Proposal*. Please consult with Academic Registry if you are unsure.**

If there have been changes, please provide details of the changes:

Click here to enter text.

**5. Has the proposed amendment been modified since the *Proposal* stage?**

Yes

No

If yes, please explain:

Click here to enter text.

**6. Has the rationale behind the amendment (s) been modified since the *Proposal* stage?**

Yes

No

If yes, please explain:

Click here to enter text.

**7. Please confirm that an Equality Impact Assessment has been undertaken:**

**8. Based on your equality impact assessment of the amendment please confirm that there is no negative impact for students as a consequence of a protected characteristic.**

Click here to enter text.

**9. Please outline the positive impact of the amendment as it relates to the three needs of the public sector equality duty.**

Click here to enter text.

**10. Please outline the implications of the amendment(s) to existing students including those who are or may take a Leave of Absence or repeat a year**

Click here to enter text.

**11. If there are implications, how are these to be dealt with?**

Click here to enter text.

**12. Planned date for implementation of the amendment(s) and cohort affected.**

Click here to enter text.



<b>13. Please confirm the language of instruction is English</b>	
If no, please specify:	<a href="#">Click here to enter text.</a>

<b>14. Does the proposed amendment impact on the overall educational aims of the programme and/or course?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If yes, please explain:				
<a href="#">Click here to enter text.</a>				

<b>15. Does the proposed amendment impact on the Intended Learning Outcomes of the programme and/or course?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If yes, please explain:				
<a href="#">Click here to enter text.</a>				

<b>16. Please confirm the Programme Structure, highlighting amendments as appropriate:</b>				
<b>Stage</b>	<b>Course</b>	<b>Level</b>	<b>Credit</b>	<b>Core/Optional</b>
	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

<b>17. Does this programme share courses with other programmes?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please confirm whether the proposed amendment will impact on the other programme(s):				
Click here to enter text.				

<b>18. Does the programme have a break in study at GSA i.e. Year Out, International Study, etc)?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details:				
Click here to enter text.				

<b>19. Please provide an overview of any Research Teaching linkages this amendment to the programme and/or course will have:</b>
Click here to enter text.

<b>20. Please describe an overview of any knowledge exchange potential and benefits arising from this amendment to the programme and/or course:</b>
Click here to enter text.

<b>21. If applicable, please outline any impact the amendment will have on part-time learners and how the programme and/or course will support this:</b>
Click here to enter text.

<b>22. Please provide an overview of the use of the VLE in the delivery of this programme and/or course:</b>
Click here to enter text.

<b>23. Does the amendment to the programme and/or course provide any opportunities for Professional Development and income generating short courses regarding this programme?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details of how the programme is to be promoted with regards to these opportunities:				
Click here to enter text.				

<b>24.1 Is this programme and/or course delivered in collaboration with another institution?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>24.2 If yes, please confirm that the partner institution has been consulted on and approved the proposed amendment.</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>25. Does the amendment to the programme and/or course impact on the programme's compatibility with GSA's existing portfolio of programmes?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide a brief description:				
Click here to enter text.				

<b>26. Does the amendment to the programme and/or course impact on the programme's compatibility with the strategic plans of the proposing School and of GSA?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide a brief description:				
Click here to enter text.				

<b>27. Does the amendment to the programme and/or course impact on the resources required, (outwith those identified in the Financial Rationale), that are in addition to those already available to the School e.g. teaching staff, support staff, accommodation, equipment, consumables, library, computing, workshop, or audio visual.</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide a brief description:				
Click here to enter text.				

<b>28. Please confirm, for those resources identified in Question 27, that if additional resources are required this has been agreed by the relevant budget controller and provide their name and designation.</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Budget Controller</b>	Click here to enter text.			
<b>Designation</b>	Click here to enter text.			

<b>29. Does the amendment to the programme and/or course impact on the programme's alignment with GSA's sustainability strategy?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide a brief description:				
Click here to enter text.				

<b>30. Does the amendment to the programme and/or course impact on the programme's alignment with GSA's internationalisation strategy?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide a brief description:				
Click here to enter text.				

<b>31. Does the amendment to the programme and/or course impact on the programme's alignment with GSA's employability and work related learning strategy?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide a brief description:

[Click here to enter text.](#)

**32. Does the amendment to the programme and/or course have any implications for work based learning?**

Yes

No

If yes, please provide a brief description:

[Click here to enter text.](#)

**33. Please confirm the following:**

	Yes	No	Comment
Amended Programme Specification attached	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
Amended Course Specifications attached	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
Regulations discussed with Academic Registry	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
Do the programme regulations conform to generic or existing regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
Are the programme regulations consistent with the proposed programme?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
Regulations attached	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>

**34. Please confirm which of the following consultations have taken place:**

	Yes	No	N/A
Academic Registry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director of IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Examiner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Estates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of the Graduate School (for PGT Programmes only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Learning Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Learning and Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Student Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Technical Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing and Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSRBs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Support and Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The University of Glasgow (for Joint programme proposals only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment if appropriate:

[Click here to enter text.](#)

**Section B - to be completed on behalf of the Board of Studies**

<b>1. Is the proposed amendment in accordance with current GSA Programme and Course Amendment policy?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				
<b>2. Is the proposed amendment clear and consistent?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				
<b>3. Is the proposed amendment compliant with the Scottish Credit and Qualifications Framework?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				
<b>4. If the proposed amendment(s) are to notional learning hours and assessment methods are these appropriate to the level of, and number of credits assigned to the programme?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				
<b>5. If the proposed amendment(s) are to Intended Learning Outcomes, have these been written following consultation with the Head of Learning and Teaching and/or the PGT Programme Electives Coordinator?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				
<b>6. If the proposed amendment(s) are to Intended Learning Outcomes, are they capable of being assessed by the indicated instruments of assessment?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				
<b>7. If the proposed amendment(s) are to Intended Learning Outcomes, are they capable of being assessed by the indicated instruments of assessment?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				

<b>8. Does the proposed amendment(s) impact on adequate provision for, and monitoring of, the external supervision of project work, work placement, etc, where this is an integral part of the programme?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				

<b>9. Are the proposed amendment(s) compliant with the GSA Code of Assessment?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				

<b>10. Do the proposed amendment(s) comply with current GSA Academic Council policies regarding Academic Standards and Quality Assurance?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				
<b>Name of Convenor of Board of Studies</b>	Click here to enter text.			
<b>Date of Board of Studies Approval</b>	Click here to enter a date.			
<b>Please attach or insert the Board of Studies minutes/report showing the requirements and recommendations following consideration of the documentation.</b>				
Click here to enter text.				

<b>11. Please confirm that there are no outstanding conditions or required adjustments from the Board of Studies approval:</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
If no, please explain:				
Click here to enter text.				

**Programme Title**

Click here to enter text.

**School**

Click here to enter text.

(Note to Programme Leader: The External Examiner should be given the Proposal for a Major Programme and Course Amendment, the Major Programme and Course Amendment Information Document, amended Programme Specification and amended Course Specifications before being asked to complete this form.)

**1. Please provide comment regarding the proposed amendment.**

Click here to enter text.

**2. If the amendment is approved, will the following aspects of the programme remain appropriate? *Please comment as necessary***

<b>a. Aims</b>	Click here to enter text.
<b>b. Intended Learning Outcomes</b>	Click here to enter text.
<b>c. Methods of assessment</b>	Click here to enter text.
<b>d. Level of the courses comprising the programme</b>	Click here to enter text.
<b>e. The credit rating of the courses comprising the programme</b>	Click here to enter text.
<b>f. Any other comments</b>	Click here to enter text.

**Response from School**

**Please provide your response regarding the above comment(s), noting any changes made as a result of External Examiner comments:**

Click here to enter text.

**Submitted by:**

<b>External Examiner's name</b>	Click here to enter text.
<b>Designation</b>	Click here to enter text.
<b>Organisation</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

**Reviewed by:**

<b>Programme Leader</b>	Click here to enter text.
<b>Date</b>	Click here to enter text.
<b>Head of School</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.



<b>Programme Title</b>	Click here to enter text.
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<b>School</b>	Click here to enter text.
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**You should consult students who are currently on the programme or course in addition to those who may wish to progress to the proposed programme.**

Please describe which students were consulted and when, i.e. class(es) and number of students consulted. If an entire class was consulted indicate which class was involved.

Click here to enter text.

<b>Please confirm that student views were specifically sought regarding:</b>	<b>Yes</b>	<b>No</b>
<b>Whether the programme would be challenging</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Whether the programme would be stimulating</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Whether the programme would meet their expectations</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The proposed workload</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Methods of teaching, learning and assessment</b>	<input type="checkbox"/>	<input type="checkbox"/>

**If for any of the above a No answer is given, please clarify:**

Click here to enter text.

**How was the information presented to the students?**

Click here to enter text.

**Summary of student feedback**


Click here to enter text.

**Submitted by:**

<b>Programme Leader</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

**Reviewed by:**

<b>Head of School</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

	<p><b>Major Programme or Course Amendment Information Document</b></p> <p><b>Employer/Industry Consultation Pro Forma</b></p>
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<b>Programme Title</b>	Click here to enter text.
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<b>School</b>	Click here to enter text.
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(Note to Programme Leader: The Employer/Industry Specialist should be given the Proposal for a Major Programme and Course Amendment, the Major Programme and Course Amendment Information Document, amended Programme Specification before being asked to complete Section 1 of this form. Thereafter Section 2 should be completed by the Programme Leader following consultation with the Head of School.)

**Section 1: Employer**

<b>Name</b>	Click here to enter text.
<b>Designation</b>	Click here to enter text.
<b>Organisation</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.
<b>Please provide your views on the programme; particularly in terms of preparing graduates for employment:</b>	
Click here to enter text.	

**Section 2: Response from School**

<b>Please provide your response regarding the above comment(s), noting any changes made as a result of employer comments:</b>
Click here to enter text.

**Submitted by:**

<b>Programme Leader</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

**Reviewed by:**

<b>Head of School</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

**Programme and Course  
Amendment Policy  
(*Minor*)**

**Academic Registry**

**Date Approved by**

**Academic Council: 6 May 2015**

## THE GLASGOW SCHOOL OF ART

### PROGRAMME AND COURSE AMENDMENT POLICY (*Minor*)

#### GENERAL APPROACH

Amendments to programmes and courses can be classed as *major* or *minor*. These classifications are defined by the University of Glasgow and are available from the Senate Office. For guidance on which process applies, please contact Academic Registry and see the following link to the University of Glasgow website:

[www.gla.ac.uk/services/senateoffice/qea/progdesignapproval/programmeapproval/majorminor/](http://www.gla.ac.uk/services/senateoffice/qea/progdesignapproval/programmeapproval/majorminor/)

This process enables the management and oversight of minor programme and course amendments. Amendments to programmes or course which are deemed to be *major* should follow the Programme and Course Amendment Policy (*Major*) which is available on GSA's website.

#### PRECEPTS

- 1.10 Proposers shall, at an early stage, discuss their outline changes with Academic Registry.
- 1.11 Academic Registry shall establish whether a standard or bespoke approach to programme and course changes is required and provide appropriate guidance to the proposer.
- 1.12 All programme and course changes shall be compatible with the QAA UK Quality Code for Higher Education, Benchmark Statements, PSRB, SCQF Guidance and the academic standards of GSA and the University of Glasgow.
- 1.13 GSA and Schools shall recognise the importance of not disadvantaging students currently enrolled on a programme.
- 1.14 All programme and course changes shall satisfy Boards of Studies and Academic Council that the assurance and review of academic quality and standards is in keeping with GSA expectations and reputation.
- 1.15 Approval from the University of Glasgow shall be sought only where appropriate. When appropriate, approval requests shall be submitted in consultation with the University's Academic Collaborations Office.
- 1.16 Course and Programme Closures, and notification of the appropriate teaching out arrangements will be reported, as appropriate, to the University of Glasgow in concordance with GSA's Course Closure and Programme Closure Policies.
- 1.17 Programme Leaders shall ensure that students are consulted, where appropriate, on proposals for minor amendments to their programme or course.
- 1.9 Programme Leaders shall ensure that the current External Examiner(s) is consulted, where appropriate, on proposals for minor amendments to the programme or course.
- 1.10 Academic Council shall be responsible for approving programme and course changes in terms of academic matters. The Executive Group may require to be assured regarding academic and non-academic matters. Academic Registry will advise proposers of the information, documentation and approval routes regarding their particular proposal.

- 1.11 Boards of Studies shall not approve or recommend programme and course changes without having been assured by the proposer that the proposal has been fully discussed with Academic Registry and that the proposal has satisfied the guidance provided by Academic Registry.
- 1.12 Schools and departments shall assist Academic Registry in establishing a current, transparent and accessible archive of programme and course specifications.
- 1.13 The Programme Leader is responsible for ensuring that the final version of the approved documentation is lodged with Academic Registry.

## **PROCEDURE**

### ***Minor Programme and Course Amendments***

- 2.1 The precepts detailed in 1.1 – 1.13 apply.
- 2.2 It is recommended that Programme Leaders refer to the Programme and Course Amendment Policy, and consult with Academic Registry at an early stage for clarification regarding what constitutes a minor amendment.
- 2.3 Academic Registry will provide the current and up-to-date Programme and Course Specifications in a format which can be edited.
- 2.4 Proposed programme and/or course amendments are considered first by Boards of Studies, then by the Programme Amendment and Course Approval and Amendment Group (PACAAG). The following documentation is considered:
  - Minor Programme and Course Amendment Pro forma;
  - Updated Programme Specification (as appropriate); and/or
  - Updated Course Specification (as appropriate).
- 2.5 Any amendment made to Programme or Course Specifications shall be highlighted as appropriate.
- 2.5 PACAAG is responsible for providing focused deliberation on minor programme and course amendments and considers these matters on behalf of UPC.
- 2.6 All minor programme and course amendments are listed on the subsequent Academic Council agenda, made available on the VLE, and may be considered at Academic Council should any member request this.
- 2.7 Academic Council is informed of the rationale for any rejected programme and course amendments, which would be noted in the minutes reported to Academic Council.
- 2.8 Where proposed changes to the programme or course specification are minimal, there might be scope to approve the amendment by Convenor's Action. Minimal changes may include the correction of typos, updating course tutor details or amending the timetable of when the course is delivered. Academic Registry will advise as appropriate when consulted by the Programme Leader.

### **Guidance:**

- Programme and Course Design: Principles and Guidance
- Programme Amendment and Course Approval and Amendment Group Remit and Membership 2014-15

### **Templates:**

- Minor Programme and Course Amendment pro forma

<b>THE GLASGOW SCHOOL OF ART</b>	<b>Minor Programme and Course Amendment Pro Forma</b>
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<b>Submitted by: (Programme Leader)</b>	Click here to enter text.
Date	Click here to enter a date.

<b>Name of Convenor of Board of Studies</b>	Click here to enter text.
<b>Date of Board of Studies Approval</b>	Click here to enter a date.

**Please attach or insert the Board of Studies minutes/report showing the requirements and recommendations following consideration of the documentation.**

Click here to enter text.

**Please indicate whether the amendment (s) proposed are to a course or programme (or both):**

<b>Course</b>	<input type="checkbox"/>
<b>Programme</b>	<input type="checkbox"/>

**1. Name of Programme and/or Course:**

Click here to enter text.

**2. Please explain the amendment(s):**

Click here to enter text.

**3. Please explain the rationale behind the amendment (s):**

Click here to enter text.

**4. Planned date for implementation of the amendment(s) and cohort affected.**

Click here to enter text.

**5. Please provide details regarding the consultation about the proposed amendment with the current cohort of students?**

Click here to enter text.

<b>6. Please confirm that an Equality Impact Assessment of the amendment has been undertaken:</b>	<input type="checkbox"/>
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**7. Based on your equality impact assessment of this minor amendment please confirm that there is no negative impact for students as a consequence of a protected characteristic.**

Click here to enter text.

**8. Please outline the positive impact of this minor amendment as it relates to the three needs of the public sector equality duty.**

Click here to enter text.

**9. Please outline the implications of the amendment(s) to existing students including those who are or may take a Leave of Absence or repeat a year**

[Click here to enter text.](#)

**10.If there are implications, how are these to be dealt with?**

[Click here to enter text.](#)

**11. Please confirm whether the amendment(s) are dependent on funding from:**

**School**

Yes

No

**GSA**

Yes

No

**12. If there are no funding dependencies, please explain how the course will be funded through existing means:**

[Click here to enter text.](#)

**13. If there are funding dependencies, please provide a viable financial model below:**

[Click here to enter text.](#)

**Has the model been approval by the Head of School?**

**Has the model been approved by the Directorate via the Director of Finance and Resources?**

Yes

No

**14. Do the amendment(s) have any implications for Marketing and Communications?**

Yes

No

**If yes, please explain:**

[Click here to enter text.](#)

**If yes, have these been agreed by Marketing and Communications?**

Yes

No

**If no, please explain:**

[Click here to enter text.](#)

**15.Do the amendment(s) have any implications for Learning Resources?**

Yes

No

**If yes, please explain:**

[Click here to enter text.](#)

**If yes, have these been agreed by Learning Resources?**

Yes

No

**If no, please explain:**

[Click here to enter text.](#)

**16.Do the amendment(s) have any implications for Technical Support Department?**

Yes

No

**If yes, please explain:**

[Click here to enter text.](#)

**If yes, have these been agreed by the Head of the Technical Support Department?**

Yes

No

**If no, please explain:**

[Click here to enter text.](#)



<b>17. Do the amendment(s) have any implications for the Information Technology Department?</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, please explain:</b>	
<a href="#">Click here to enter text.</a>	
<b>If yes, have these been agreed by the Head of the Information Technology Department?</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If no, please explain:</b>	
<a href="#">Click here to enter text.</a>	

<b>18. Do the amendment(s) align with the School's and the GSA strategic priorities?</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If no, please explain:</b>	
<a href="#">Click here to enter text.</a>	

<b>19. Please confirm which of the following consultations have taken place:</b>			
	Yes	No	N/A
Academic Registry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director of IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Examiner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Estates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of the Graduate School (for PGT Programmes only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Learning Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Learning and Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Student Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of Technical Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing and Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional, Statutory and Regulatory Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Support and Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The University of Glasgow (for Joint programme proposals only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Please comment if appropriate:</b>			
<a href="#">Click here to enter text.</a>			

<b>20. Please detail any implications for other programmes/courses:</b>
<a href="#">Click here to enter text.</a>

<b>21. If applicable, please confirm that an updated Course Specification is attached:</b>	<input type="checkbox"/>
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<b>22. If applicable, please confirm that an updated Programme Specification is attached:</b>	<input type="checkbox"/>
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## **The Glasgow School of Art**

### **Programme Amendment and Course Approval and Amendment Group (PACAAG)**

#### **Remit, Process and Membership 2014/15**

#### **Reports to: Academic Council**

##### **1. Remit**

- 1.1 PACAAG is responsible for providing focused deliberation on minor programme and course amendments and new course approvals and considers these matters on behalf of UPC. Major programme amendments would be considered by a UPC Programme Approval Committee.

##### **2. Process**

- 2.1 It is recommended that Programme Leaders refer to the Programme and Course Amendment Policy, and consult with Academic Registry at an early stage for clarification regarding what constitutes a major or minor amendment.
- 2.2 For new courses, the course proposer would be invited to attend. For amendments, staff would be invited as considered appropriate by the Convenor, in discussion with Academic Registry.
- 2.3 All course approvals and amendment approvals would be listed on the subsequent Academic Council agenda for information, made available on the VLE, and may be considered at Academic Council should any member request this.
- 2.4 Academic Council would be informed of the rationale for any rejected course approvals or amendments, which would be noted in the minutes reported to Academic Council.

##### **3. Membership**

- 3.1 PACAAG is convened by the Head of Learning and Teaching, or nominee.
- 3.2 PACAAG is open to all members of UPC. In addition to members of UPC, the following representatives are co-opted:
  - the Director of Finance and Resources, or nominee; and
  - the Director of Marketing, Communication and Strategic Planning, or the Head of Student Recruitment.
- 3.3 To be quorate, the following must be in attendance:
  - four members of Academic staff on UPC;
  - two members of professional support staff on UPC
  - co-opted members listed in 2.2.
- 3.4 A member of staff from Academic Registry shall act as Secretary.

##### **4. Frequency of meetings**

It is expected that the Committee will meet at least once each term.