



Quick Guide: Administrative Change

This is a guide to support the interim implementation of the programme development guidance.

This guidance is intended to:

- Provide a quick guide to staff on the process of Administrative change

Before submitting a proposal for amending a programme or module, the following should be considered:

- Administrative change can take place any time of the year
- Is this purely an administrative change?
- Do changes effect shared modules and if other schools/university departments (e.g. estates, library) are involved in delivery of the programme?

Examples can include, but not limited to

- Programme/module leader change
- Administrator change
- Minor change to title i.e. and to & or removing/adding The etc
- Change to spelling or grammar
- Update reference points for academic standards that do not impact on ILOS
- Updated links to further information
- Slight change to balance of teaching modes

Administrative Change Checklist

KEY	School Action - All levels	Relevant paperwork	Timeline	Check
	School Action - Administrative Change Timeline – can happen any time of the year			
	QAS Office Action			
Identification of change	Change identified – Proposal allocated appropriate risk level in discussion with School QAS Admin Lead.		1 Week Initiation to approval	
Initiation of change process	Responsible Person to discuss with School QAS Admin Lead to update the relevant paperwork	<ul style="list-style-type: none"> • Programme Specifications • Module Specifications 		
Development of change documentation	School QAS Admin Lead note changes at School QASC		School set paperwork submission deadline	
Approval of change	School QAS Admin Lead report outcome and submit minutes and submit revised Programme and/or Module specifications to QAS Office for noting. Committee dates can be found Academic Calendar	<ul style="list-style-type: none"> • Programme Specifications • Module Specifications 		
	QAS Office update paperwork QAS TEAMS folders	<ul style="list-style-type: none"> • Programme Specifications • Module Specifications 		
Implementation of change	Following noting by QASC, QAS Office will inform relevant parties including Course Operational Group (COG) and Professional Services to initiate updating relevant systems.		post QASC	