**PROGRAMME APPROVAL GROUP (PAG) COVERSHEET**

**New programmes/major programme amendments\***

**New modules**

 **School of [XXX]**

# [Date]

*For major programme amendments include details of any affected variant/fallback awards.* *Explain if the change impacts on progression/award requirements (e.g. compulsory modules, Pass for Progression) or if the change could affect any collaboration or accreditation conditions. For Joint Honours programmes you will also need to consult with the co-teaching school on the proposals*

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| Programme title and code/module title and code | Session implemented e.g. 2017/18 | New/Amended | For major programme amendments, include a brief description/rationale. Also explain any implications for progression/award requirements.  |
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## Recommendation from the School Taught Student Education Committee

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| **Date discussed at/recommended by STSEC***For Chair’s Action, state “Chair’s Action” and insert the date when the Chair’s Action will be reported to STSEC.* |  |

*\* See definitions of major/minor amendments overleaf*

***Major Programme Amendments*** *are those that involve* ***changes to the structure of a programme which have the potential to impact on the programme level learning outcomes and the programme title,*** *i.e****:***

1. *Any changes to the structure of the programme via the removal and/or addition of compulsory modules[[1]](#footnote-1)*
2. *The withdrawal, addition or re-designation of optional modules as co-requisites or pre-requisites (where such changes impact on a substantial number of optional modules - equating to 30% or more of the credit weighting for any single year of study, for example 40 credits at undergraduate or 60 credits at postgraduate level)*
3. *Changes to the programme title and/or award, where this reflects changes to programme content*
4. *Significant changes to the mode of delivery (e.g., via introduction of a Flexible and Distributed Learning mode or an alternative programme delivery location)*

*In the light of any such changes careful consideration must be given to a* ***potential impact on the learning outcomes and the title of the programme****, and whether these should be revised in the light of the changes proposed. All such major programme amendments will require an external review and are to be considered by the relevant Programme Approval Group. The Programme Approval Group also has responsibility for the consideration of all new modules.*

*All other programme and module changes are to be considered and approved by the relevant School Taught Student Education Committee/s and reported to FTSEC. Examples include:*

1. *Change to a programme title (when the change is for marketing purposes and does not reflect any changes to programme content, structure or learning outcomes. In these instances the advice of the Faculty’s Marketing Manager should be sought and the title change agreed with the Dean of the relevant Faculty.)*
2. *Adding or removing optional modules (when these amount to less than 30% of the credit weighting for any one year).*

Read more in [major programme amendment](http://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/975/major_programme_amendment)

1. Replacement compulsory modules, where these do not impact on programme level learning outcomes are not included. [↑](#footnote-ref-1)