

PROGRAMME AMENDMENT GUIDANCE

This policy applies to all taught programmes at London Business School.

London Business School programmes are designed with reference to the QAA Framework for Higher Education Qualifications and the Subject Benchmark Statement for Masters Degrees in Business and Management. The Programme Specification is deliberately designed to ensure that the degree fits both a) the School's expectations of what we expect of a graduate from the relevant programme, and b) the QAA's expectations of the standard of the award.

Any amendment that makes significant change to the educational purpose of a programme should be carefully considered and approved at School level as well as Programme level to ensure that either:

- a) The amendment does not affect the overall expected learning outcomes or nature of the programme, or
- b) Where the amendment does affect the overall expected learning outcomes or nature of the programme, that the programme remains appropriate in terms of the QAA standards and expectations, and the School's vision and expectations.

There are a variety of amendments that may be required to a programme, however not all of these require approval. The School therefore distinguishes between:

- a) Minor Amendment (does not require approval) and;
- b) Major Amendment (does require approval)

The requirement for the type of approval is set in line with the potential effect of the amendment on the learning outcomes or nature of the programme.

Uncertainty/ Borderline Cases

Where there is uncertainty regarding whether an amendment should be considered minor or major, the Programme Director and Head of Quality Assurance will make a final judgement as to whether the amendment requires School-level approval via Management Board.

Engagement with Students

Where possible, engagement with current students on the proposed changes should be undertaken in advance of an approval and their comments used to inform the final proposal put forward for approval. If for any reason students are not satisfied with the proposals this should not necessarily prevent the proposal from being put forward or being approved. Evidence of student support in advance helps reduce the likelihood of student complaints or poor student satisfaction in the future.

Information to Students

It is advisable that communications with both prospective and current students regarding approved programme amendments should outline the rationale for the amendment and should focus on the expected enhancement to the programme and/or the student experience.

Prospective Students

Prospective students who have received an offer of a place on a programme must be notified of any major amendments to the programme to enable them to determine whether the programme still meets their needs and expectations.

Current Students

Current students should be advised as soon as possible of any major amendment to the programme that may affect them, outlining how the amendment will affect their experience.

Timing

It is advisable that major amendments to a programme should only be introduced at the start of a new academic year/programme intake wherever possible, so that the impact on current students is reduced.

PROGRAMME AMENDMENT POLICY

MAJOR AMENDMENT

Major amendments are classified as amendments that may change the learning outcomes or nature of the programme. These require approval from Faculty Advisors (to ensure that the programme still fits both a) the School's expectations of what we expect of a graduate from the relevant programme, and b) the QAA's expectations of the standard of the award, and Management Board to ensure that the revised programme still fits with the School's stated vision. Examples of major changes are:

- Significant change to the following aspects of the programme specification: programme aims, learning outcomes, structure, core course curriculum
- Any amendment (however minor) to the total number of courses (credit) required to complete the programme
- Any amendment to the core provision of the programme (i.e. introduction or withdrawal of a core course)
- The addition or withdrawal of any aspect considered a programme requirement

Where possible, engagement with current students on the proposed changes should be undertaken in advance of an approval and their comments used to inform the final proposal put forward for approval.

Information to students

Any major amendments to the programme must also be notified to prospective students who have received an offer of a place on a programme.

MINOR AMENDMENT

The School recognises that at times amendments may not affect the learning outcomes or the nature of the programme. These types of amendments do not require approval. Examples of these are as follows:

- Amendments approved via the Faculty Advisor and Management Board as an outcome of programme review
- Updating of standard text in the programme specification approved via the relevant School-level committee.
- Correcting grammatical errors
- Updating relevant School-wide information/terminology

PROGRAMME AMENDMENT PROCEDURE

Programme develop or receive notification of programme amendment

Programme Director/ED completes the programme amendment form

PD/ED sends form to Faculty Advisor for approval

FA does not approve amendment-outlines why

OR

FA does approve amendment (via FA meeting) – outlines any concerns,
amendments that will need to be made

Memo sent to MB outlining amendment, rationale, differences in LO's, programme
aims, etc

MB approve amendment

Prospective/current students informed as appropriate

All relevant documentation updated to reflect the change