Programme Change Procedure (ED-SOP-045)

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Department	Education Development Department
Owner/Responsible for Implementation	Education Development Manager
Approving Body	Academic Board
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Related Documents	ED-Pol-026 – Programme Development Policy

1. Overview

1.1   If a change to a QQI validated programme is proposed, it must be directed to the Education Specialist assigned to the programme so that it can be completed in a way that is controlled and subject to the correct approval process and submitted where appropriate for differential re-validation by the QQI.

1.2   Proposed changes arise from the programme monitoring processes, which consider information from a variety of sources including learners, faculty, subject matter experts, and external examiner.

1.3   The management and process of approval of a proposed change to a current education programme is determined by whether the change is determined as a minor change, major change or extensive.

Minor Change (examples include)	**Major Change (examples include)**	**Extensive Change[1] (examples include)**
- Change to content that does not alter intended learning outcomes - Change to the admission procedure - Change to assessment method	- Change to content that impacts on MIMLOs but not MIPLOs - Change to content that's not affecting MIMLOs - Change to credit profile - Change to assessment weighting (module)	- Change to anything supporting original validation decision - Change in the pre-requisite learning requirements for a given programme - Change to admission criteria - Programme title change - Change to intended learning outcomes (MIPLOs) - Change to assessment weighting (programme) - Mode of Delivery

1.4   **Minor Changes** must be discussed by the Education Specialist with the Programme Lead before implementation. Minor changes must be reported to the Programme Board at the next meeting of the board.

1.5   **Major Changes** must be approved by the Programme Board <u>before</u> implementation by the Education Specialist and noted to the Academic Board.

1.6   **Extensive Changes** must be submitted by the Programme Board to the Academic Board for approval and thereafter submitted to QQI for Differential Validation.

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[1] As defined by QQI's "Policies and criteria for the validation of programmes of education and training".