

## **Guidance on Academic Developments Process**

### **Forms to be submitted to the Directorate of Governance and Legal Services (DGLS)** **12<sup>th</sup> December 2022 and 24<sup>th</sup> July 2023**

All paperwork must be reviewed and approved by the relevant School's / Institute's Education Committee.

#### **Programme and module amendments, suspensions and withdrawals (Deadline 12<sup>th</sup> December 2022)**

##### **Forms:**

- All Programme and Module Amendment Forms should be complete and signed before being submitted to DGLS. Incomplete or unsigned forms will be returned. This includes completing sections on when changes will come into effect, whether new and/or current students will be affected, and (for programme and module amendments) whether students and/or external examiners have been consulted on the proposed changes.
- The forms should be signed by the Head of School or the Director of Education where this has been delegated to them by the Head of School.
- The signing of the form(s) confirms that the form has been reviewed and approved by the School / Institute Education Committee.
- Bulk Programme Amendment Forms (PAFs) may be submitted for groups of cognate programmes that are undergoing the same change.
- Please ensure that all PAFs are clear about which programmes are affected by changes, including FT/PT/variable modes, Year in Industry/Year Abroad variants, and integrated Foundation Years (where relevant).
- All changes made to programmes and modules over the past couple of years in response to the pandemic have been considered permanent. Therefore, if programmes / modules are wishing to revert back to previous iterations, then a PAF / MAF needs to be submitted outlining the changes required.

##### **Programme Specifications:**

- All PAFs should be accompanied by an updated Programme Specification for 2023/24 Academic Year. In some cases, it may be necessary to provide programme specifications for different cohorts where an amendment affects continuing students and new students differently.
- We also require Programme Specifications for programmes that are not being amended for 2023/24, so that we can check and confirm diets. All programme specifications are published online to meet CMA requirements.
- The "Date Programme Specification produced / amended by School / Institute Learning and Teaching Committee" must be completed.

##### **File-naming conventions:**

When preparing and submitting Module Amendment Forms and Programme Amendment Forms, please try to use the following file-naming convention. This makes our work easier in sorting through and logging the requests and would be much appreciated.

- Module Amendment Forms: 'MAF\_[module code]\_[module title]'
- Programme Amendment Forms: 'PAF\_[four-digit programme code(s)]\_[programme title(s)]'
- Programme Specifications: 'PS\_[four-digit programme code]\_[programme title]'

Please also see <http://www.arcs.qmul.ac.uk/quality-assurance/academic-development/module-development/> and <http://www.arcs.qmul.ac.uk/quality-assurance/academic-development/programme-development/> for the most up-to-date module and programme forms and guidance.

Please note in particular that the format of the Module Pre-selection spreadsheet has been amended to include Module-Module rules (formerly referred to as pre-requisites, co-requisites and overlaps).

### **Amendments to Assessment and Learning Outcomes (Deadline 24th July 2023)**

Downloadable summary reports for schools to be able to view all their assessment patterns for modules available in a given year are now live on MySIS in the Academic Model tab and is called Assessment Pattern Review.

When preparing the assessment amendments please bear the below in mind:

- For "portfolio" type assessment please clarify if the assessment will have a single mark for the whole assessment or if each piece of the assessment will have a separate mark. The latter is preferred for transparency reasons so students can understand how the mark was derived and it makes the process of applying ECs to specific elements of assessment easier. If each piece of the portfolio is to be marked separately then please list each piece as a separate entry on the MPF/MAF.
- For reassessments, please note that if you choose "synoptic" assessment then this will override all the marks gained in all elements of assessments in the first sit. If there is a reason why a single assessment element can't be replicated for reassessment e.g. because of group work or a performance so an alternative assessment is required, please do not choose "synoptic" assessment. Please instead choose "standard reassessment" and write in brackets what the alternative assessment will be.
- Please ensure that each element of assessment per module has a unique name e.g. essay 1, essay 2.
- When ascribing a qualifying mark for an element of assessment, please be aware that any student failing to achieve the qualifying mark for the element of assessment will fail the module overall. The qualifying mark relates to requirements for individual elements of assessment and should not be confused with the pass mark.

For more information on academic regulations and assessment please see the DGLS Policy page <http://www.arcs.qmul.ac.uk/policy/>

### **Support from the Queen Mary Academy**

The Queen Mary Academy delivers university-wide support and development of education and research. They work with staff and students to develop and enhance their practice in teaching, learning and research.

The Queen Mary Academy has a wide range of resources designed to help academics with curriculum development, designing inclusive curriculum, graduate attributes, designing assessment and feedback, mixed mode education and more. Many of these resources have been newly developed or updated this year as part of the Education and Student Success Enabling Plan strategic

projects. Therefore, we strongly recommend that academics review these resources, even if they are experienced in curriculum and assessment design, and especially if they are proposing new programmes. The resources can be found on their website at <https://www.qmul.ac.uk/queenmaryacademy/educators/resources/>

The Queen Mary Academy can also provide bespoke support and consultancy with curriculum design for Schools and individual academics. For more information or to request support please contact [gmacademy@qmul.ac.uk](mailto:gmacademy@qmul.ac.uk). It is recommended that colleagues proposing new programmes make the time to discuss their proposal with the Queen Mary Academy.

If having read the attached you have any concerns or further questions, please do not hesitate to get in touch.

**Academic Standards and Quality Team**

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**Ashley Palmer (QA for S&E and UG FMD)**

**Alison Dawn (QA for HSS)**