

Process for Modifications to Integrated Foundation Year (IFY)

In all cases of modifications proposed (outlined below), the parent programme team has the responsibility to ensure that it engages with and consults fully with the IFY Programme Leader prior to initiation of paperwork for completion of the approval process.

1 Process for modifications to IFY programme

1.1 Addition of New IFY Pathway

- Once full consultation has been undertaken with the IFY programme leader, the new pathway leader should complete the [minor modification form](#) with a rationale and detail of the new pathway to be signed off by parent programme PSB (s) and IFY PSB and submitted to Quality Support
- QS to obtain ADC approval for new pathway title
- Once this consultation has been undertaken and ADC approval obtained, the documentation to be developed:
 - *parent* programme to develop module descriptors (new module codes provided by Quality Support from Faculty Facing Quality Assistant)
 - IFY to develop programme specification to include new pathway/module details
- This form (along with revised documentation as above) approved first through the parent PSB(s) to confirm resources
- The form (along with revised documentation as above) approved secondly by relevant IFY PSB to confirm resources
- The signed form and accompanying documentation sent to Quality Support
- Quality Support to submit SITS form (to include detail of new pathway and list of additional 'parent programmes' to Planning Mi (copied to Programme Leader IFY and *parent* faculty).

1.2 Addition of new /modifications to current IFY modules

- Once full consultation has been undertaken with the IFY programme leader, the *parent* programme leader should complete the [minor modification form](#)
- Once this consultation has been undertaken, documentation to be developed:
 - *parent* programme to develop module descriptors (module codes provided by Quality Support from Faculty Facing Quality Assistant
 - IFY to develop programme specification to include new pathway/module details
- This form (along with revised documentation as above) approved first through the *parent* MSB/PSB to confirm resources
- The form (along with revised documentation as above) approved secondly by relevant IFY PSB to confirm resources
- The signed form and accompanying documentation sent to Quality Support
- Quality Support to submit proposal to QMSC Scrutiny Group for approval

2 Process for approval of a 'parent programme' to IFY

- Once full consultation has been undertaken with the IFY programme leader, the *parent* programme leader should complete the [Proposal for addition of the IFY to an existing programme form](#)
- This form approved first through the *parent* PSB
- The form approved secondly by relevant IFY PSB
- The signed form to be sent to Quality Support
- Quality Support to submit proposal to QMSC for note.

3 Process for any changes (e.g. title changes) to *parent* programmes with IFY pathway

- When seeking approval for programme modifications and or programme title changes, *parent* programme Programme Leaders should give consideration to whether the *parent* programme has an IFY pathway and what the impact of the proposed parent programme modification will have on that. Where *parent* programme modifications do impact on IFY pathway, full details of the modifications must be communicated to the IFY PL to ensure any amendments to IFY are approved through the correct process

Please contact Quality Support for any further advice or clarification on the processes outlined above.