

Revalidation Triggered by Cumulative Minor Modifications

QAA HER RECOMMENDATION

Revalidation triggered by cumulative minor modifications

Process

Changes requested to a programme should be reviewed by Programme Studies Board (PSB) and Quality Management Sub Committee (QMSC) in the context of other changes since approval or review (whichever is the more recent) to ensure that cumulative changes have not created a situation in which the programme should be revalidated. The tracking minor modifications database should be used for this purpose.

Where QMSC Scrutiny Pool wishes to approve a minor modification to a programme but decides that, on the basis of cumulative minor modifications, the programme requires revalidation it will be forwarded to QMSC via Quality Support. QMSC will authorise the revalidation. The revalidation panel will meet to explore the proposed changes with the programme leader (and if required other colleagues from the programme team).

Note that:

- this process is not required unless QMSC Scrutiny Pool approves the requested changes;
- this process will be used where QMSC Scrutiny Pool is of the view that programme learning outcomes should be reviewed (but have not been) or where this is not required but the cumulative changes are significant (see criteria below);
- where programme learning outcomes are changed, revalidation is automatically triggered;
- the database for tracking changes to programmes will be used as a point of reference and QMSC Scrutiny Pool will be asked to confirm where applicable that revalidation has *not* been considered necessary (see below);
- this process does not apply to changes being discussed for consideration by periodic review.

Criteria relating to cumulative changes

QMSC Scrutiny Pool should consider the following to establish *whether cumulative changes require revalidation* (irrespective of whether it is thought necessary to amend the learning outcomes). The criteria below should be regarded as indicators rather than 'rules'. QMSC should document its decision and the reasons for it, particularly where it is decided *not* to refer a programme with cumulative changes for revalidation. It is not the intention to deter innovation but it is necessary to ensure that major changes are fully approved.

The indicators are:

- Complete change to core Stage 2 or 3 modules* (i.e. all modules are new and/or have been very heavily changed);

- Addition or removal of a whole mode of assessment in Stage 2 and/or 3 core modules*;
- Addition or removal of a whole mode of delivery in Stage 2 and/or 3 core modules*;
- Addition or removal of a placement;
- Significant changes to the scope or range of optional modules at Stage 3*;
- Anything else which QMSC Scrutiny Pool considers has substantially changed the scope or student experience of the programme particularly in the modules which contribute to the classification of the award.

*for Certificates, Diplomas and Masters programmes, the core modules which contribute to the award (i.e. are taken into account in making a progression or classification decision).

Approval Process

The process will be the standard [approval process](#) with the following exception(s)

- External panel member: a suitable external subject specialist. The criteria for the appointment of an external to an approval or review panel should be followed **except that a current external examiner may be nominated**

Report and follow-up

The report and follow-up will follow the same processes as for any programme approval.