

HE Taught Award Regulations: Part B

Section: 2: Management of Study Plans (Amendments to Study Plans) Procedure
Version: 1.2.2
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REVISION HISTORY

Ver	Date	Author	Description
1.0	January 2014	Peter Greenall	Initial Approval of MoSP Procedure
1.1	July 2016	Scott Smith	Amendment for changes to titles
1.2	September 2017	Scott Smith	Clarification of scope relating to different awarding bodies
1.2.1	September 2018	Scott Smith	Removal of reference to LJMU
1.2.2	March 2019	Scott Smith	Amendment to QAA Quality Code reference

APPROVAL

Ver	Committee	Date Approved	Comments
1.0	HEAB	15 Jan 2014	
1.1	ASDC	26 Oct 2016	
1.2	ASDC	27 Sept 2017	Approved all amendments
1.2.1	ASDC	July 2018	Approved
1.2.2	ASDC	27 March 2019	Approved

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B2 INTRODUCTION

B2: Management of Study Plans has been produced following consideration of the Quality Assurance Agency's UK Quality Code and in particular the Advice and Guidance Section Assessment to determine and maintain the quality of assessment for the College's HE provision.

HE Students enrolled to programmes at Blackpool and The Fylde College may for various reasons need to consider making changes to their original study plan. This procedure outlines the processes involved in the Management of Study Plans (Amendments to Study Plans) Procedure.

Students enrol onto their programme on an annual basis; these enrolments specify the award to which a student is working, the stage they have reached in that award, the agreed timescales for completion and the modules to be completed. Enrolments form a study plan and the basis of a learner agreement between the student and Blackpool and The Fylde College.

Any student starting or continuing on a programme of study where they are required to select from optional modules, as specified in the programme's validation document, will have to complete the HE Optional Modules Enrolment Form. All changes to study are subject to approval and must be documented.

B2.1 CLASSIFICATION OF AMENDMENTS

Amendments are categorised into three areas.

- Department level
- Curriculum level
- As an element of another procedure namely, the Personal Mitigating Circumstances or Interruption of Study

The nature of each is identified below.

B2.2 AMENDMENTS AT CURRICULUM MANAGER LEVEL

Curriculum Managers are permitted to determine the validity of the following changes:

- Selecting an alternative module(s) to study in a particular year. This change is only permitted when specified in the validation document of the programme and when it does not reduce the amount of academic credit.
- A transfer between streams within the same programme provided that the following details are adhered to:
 - The target awards are at the same level and of the same type
 - The volume and level of credit undertaken in the academic year is unchanged
 - Completion of the new award can be achieved within the agreed timescales

Students may not elect to transfer from a module where for reasons of learning, teaching or assessment it is deemed academically unsound to do so.

B2.3 AMENDMENTS AT HEAD OF CURRICULUM LEVEL

The relevant Head of Curriculum may permit the following changes, subject to the agreement of the HE Academic Registrar who will ensure that all changes comply with all relevant regulations.

- Changes between study modes, change may be permitted in a student's status from full- to part-time, or vice versa. The regulations of the programme to which the student transfers will apply to the student after the transfer.
- Transfer between programmes, changes may be permitted that allow for a transfer between programmes leading to different awards. Where programmes contain identical academic modules, any such modules completed on the original programme will be transferred to the student's new programme as 'Credit Transfer' other modules may be considered under RPL procedures.

B2.4 APPLICATION PROCESS

Wherever possible the application form will be completed by both the programme leader and the student involved.

Any decision on the validity of the request as set out on the HE Student Amendment Form will be made by the relevant Curriculum Manager or Head of Curriculum and where appropriate with the agreement of the HE Academic Registrar.

- If accepted the programme leader will forward the relevant documentation to the Student Administration Officer who will process the documents and inform the student of the decision within three working days of receiving a correctly and fully completed form.
- If rejected the programme leader will file the documentation in the student's tutorial file and inform the student of the decision within three working days

Whatever the outcome; a referral to the HELM Support Team should be considered by the Programme Leader to ensure that the student is supported fully in their studies.

B2.4.1 RIGHT OF APPEAL

If a student is dissatisfied with the decision they may consider the right of appeal through the Director of Higher Education.

B2.5 AMENDMENTS INITIATED BY PANEL DECISIONS

A student who has been granted either Personal Mitigating Circumstances (PMC) or an Interruption of Study (IOS), as a result of the process, may need to amend their study plan; any amendments are made through the relevant procedure.

These processes are set out in their individual sections of Part A and B.



