

## Substantive Changes Policy

Policy owner: Quality Assurance Office

### 1. Purpose

To define the process for managing and approving substantive changes to programmes, courses, or delivery arrangements.

### 2. Scope

Applies to changes that may significantly affect programme structure, outcomes, delivery mode, or resources.

### 3. Principles

- Substantive changes must maintain academic integrity and student interests.
- Students and stakeholders must be informed in a timely and transparent manner.
- Regulatory approvals must be sought where required.

### 4. Definition of Substantive Change

Includes (but not limited to):

- Major revision of programme learning outcomes.
- Change in award title or qualification level.
- Relocation of delivery site or change in delivery mode.
- Partnership or franchise arrangements.
- Suspension or withdrawal of a programme.

### 5. Procedure

- Proposal submission by Programme Leader to Faculty Committee.
- Quality Assurance review for impact and compliance.
- Approval by Academic Board.
- Notification to students, partners, and regulatory bodies.

### 6. Record and Review

All approved changes are recorded by the QA Office and reported annually to the Academic Board.

Next review date: 20<sup>th</sup> August 2028