



ADAPTED PROGRAMMES
PROCEDURE AND GUIDANCE NOTES

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CONTENTS

1. [Introduction](#)
2. [Scope](#)
3. [Consultation](#)
4. [Obtaining approval to adapt a programme](#)
5. [Notification of decision to adapt a programme](#)
6. [Reports](#)
7. [Approval Flowchart](#)
8. [Roles and Responsibilities](#)
9. [Document Change Table](#)



1. Introduction

- 1.1. Since its inception the University of Buckingham has offered awards on the basis of programmes comprising (with the exception of the MBChB) carefully selected and individually approved modules built into a Programme Specification with an appropriate title. From time to time, exceptionally, it may be necessary to propose an adaptation of an approved Programme Specification in the case of an individual student (or a small number of students).
- 1.2. The basis of proposals to adapt a programme may typically be one or more of the following:
 - a) Suspension of studies, student returns to changed programme – programme needs to be adapted to reflect original programme to complete studies
 - b) Failures at exam board triggers review with student to adapt programme to support successful completion
 - c) Mitigating Circumstances/Wellbeing, Skills and Diversity flag concerns, suggestion made to adapt programme to support successful completion
 - d) University changes a programme in-year, but a student wants to continue with elements from original programme – an adapted programme could be created
- 1.3. However, given the logistical difficulties and ‘butterfly effect’ that even a small change e.g. to timetabling may cause to systems that the University needs wherever possible to automate through SITS, adapted programmes should be viewed by Programme Directors as a last resort and should be requested as seldom as possible. Where they are requested, the onus is on the proposer to ensure ALL colleagues across ALL areas are informed of the implications that the departure from the previously scheduled process may have. The following guidance notes and procedures should be followed to minimise disruption and ensure that laudable efforts taken in the interests of an individual student do not cause unintended difficulties for other students and colleagues.

2. Scope

- 2.1. These procedures cover all taught programme provision provided by The University of Buckingham and all current students, both full and part time, including those programmes delivered under a Collaborative Agreement.

3. Consultation

- 3.1. A clear statement of the rationale for the programme’s adaptation, including, where appropriate, input from the Welfare, Skills and Diversity department.
- 3.2. An amended Programme Specification including revised diet (using tracked changes) to show the changes made, and confirmation that the Adapted Programme meets requirements in terms of minimum credit requirements at the relevant Levels (e.g. 4-6 for UG programmes; L7 for PGT)
- 3.3. Evidence of consultation internally and/or externally with key stakeholders including other schools or departments reliant on the provision of the programme e.g., affected modules or minor streams.
- 3.4. The arrangements to ensure that the quality of the student learning experience will continue to meet The University of Buckingham’s, Professional Statutory Regulatory Body’s (PSRB) and the Office for Students (OfS) conditions of registration and expectations.
- 3.5. The mechanism to ensure that adequate resources continue to be provided to maintain the quality of the student experience during the adaptation.



4. Obtaining approval to adapt a programme

- 4.1. The recommendation to adapt a programme should be submitted by email along with the written evidence from section 5. Consultation, by the relevant Programme Director to the Faculty/Associate Dean*, Chair of the School Assessment, Learning and Teaching Committee (SALT)^, Faculty Registrar and Faculty Administration Manager.
- 4.2. The Chair of SALT, after consultation with stakeholders, will give final approval for a programme to be adapted.

**where the faculty/associate dean is also the programme director, another faculty/associate dean should be assigned in the approval process.*

^where the Chair of SALT is also the programme director, another SALT Chair from the same Faculty should be assigned in the approval process.

5. Notification of decision

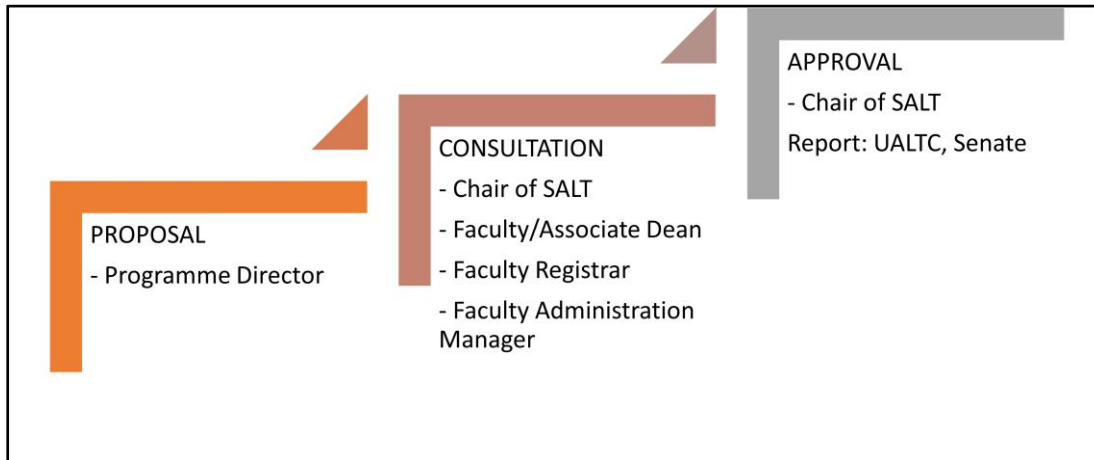
- 5.1. After review and consultation, the Chair of SALT will reply to the Programme Director (copy in all) with the decision to approve (with or without recommendations) or decline and the reasons why.
- 5.2. If approved, the Programme Director will complete the Adapted Programme Request Form and attach requested evidence and advise the Faculty Quality Manager.
- 5.3. The Faculty Quality Manager will quality assure the submitted form ensuring all the sections are completed in full and the required approval evidence is attached.
- 5.4. The Programme Director will communicate the decision by email and supply the student with updated programme/module specifications.
- 5.5. The Faculty Quality Manager will notify Registry and Student Fees by email of the adapted programme.
- 5.6. Registry will upload the revised diet to Document Manager under the Student ID using the naming convention: adapted programme name_student ID_date.
- 5.7. Registry will set the SPR adapted programme UDF to YES in SITS to allow for reporting of adapted programmes.
- 5.8. Faculty administration will un-enrol the student from the original programme and re-enrol to the new programme and any adapted modules as required.

6. Reports

- 6.1. A report in e:vision is available to run by programme/school and/or faculty.



7. Approval Flowchart



8. Roles and Responsibilities Table

Responsibility	Role
Proposal to adapt a programme requested to Chair of SALT	Programme Director
Revised programme and module specs completed using tracked changes	Programme Director
Review of adapted programme request	Chair of SALT Faculty/Associate Dean Faculty Registrar Faculty Administration Manager
Confirmation of review outcome sent to Programme Director	Chair of SALT
Adapted Programme Request Form completed	Programme Director
Student(s) formally communicated with revised programme/module specifications	Programme Director
Quality Assurance of adapted form request and associated evidence	Faculty Quality Manager
Confirmation of adapted programme request sent to Registry and Student Fees	Faculty Quality Manager
Revised diet uploaded to Document Manager/Student ID	Registry
SITS records updated	Registry
Adapted Programmes reported to UALTC (student ID redacted)	Curriculum & Policy Officer

**Where the faculty/associate dean is also the programme director, another faculty/associate dean should be involved in the approval process*



^ where the Chair of SALT is also the programme director, another Chair of SALT should be involved in the approval process

9. Document Change Table

Version	Author	Date	Changes
1.0	Anita Wise	May 2023	FIRST APPROVAL