

**OPAMA Programme
Modification/Re-approval:
*Quality Assurance administration via
OPAMA***

User Guide for Faculty (Institute, School) Quality
Administrators

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1. Principles of programme modification/re-approval

Once a programme of study has been approved, whether through OPAMA or previously set up manually on SITS, there are Quality Assurance policies in place which determine whether any proposed modification is an update to an existing programme specification, or requires the programme to be formally re-approved (including possible re-approval by PDAC). The Quality & Academic Support Office provides guidance on this:

"Modifications to programmes and modules cannot be implemented in the same academic year in which they are approved.

A modification form should be completed if changes such as a change of title or modification to the assessment pattern or change to mode of delivery are being made to a programme [or module]. A rationale for modifications should be provided.

If any modifications affect the content of the programme specification and/or programme regulations then revised copies of these should be provided with the modification (with electronic copies forwarded on to QAS). The following are examples of modifications that also require a revised programme specification and/or programme regulations:

- amendments to entry profile
- deletion or addition of compulsory and/or core modules
- amendment to programme aims and/or learning outcomes
- change to programme title
- amendments to the assessment methods for a programme and/or the introduction of new assessment methods

If the proposed changes are of a major nature then new programme documentation should be completed for approval by the School Education Committee (or equivalent). The following are examples of modifications that require re-approval of the programme:

- significant changes to the structure of the module/programme
- major re-focussing of curriculum content
- introduction of a new nested award (approval needed for the nested award, programmes only)
- change in delivery to distance/e-learning¹

It is apparent from this Guidance that there could be grey areas between elements of the two lists and therefore no 'rules' have been embedded within OPAMA to determine whether a proposal is for a 'modification' or 're-approval'; this is for the Faculty Education Committee (or equivalent) and ultimately QAS, to decide. However, if the modifications are so significant that a new SITS record is needed, we strongly advise the use of the OPAMA Programme Approval task in order that a new programme can be automatically added to SITS at the end of the process, rather than needing to be added manually as will be the case if the OPAMA modification/re-approval task is used.

¹ See 'Guidance on the production of programme specifications and the completion of programme and module approval and modification forms' at <http://www.kcl.ac.uk/aboutkings/quality/academic/prog/approval.pdf>

Additionally, a new programme sometimes has to be created on SITS even though the approved changes are relatively minor. Examples include:

- a change to the degree title (even if there are no other changes)
- a change to the lead Faculty (as this will necessitate a change to the Programme code)
- a change to the Award or the addition of a new Award (e.g. adding a BA pathway to an already existing BSc – there can only be one SITS record per main award)

Colleagues are requested to create new programmes via OPAMA Programme Approval wherever this is practical, in order to maximise the quality of the data on SITS.

2. Getting into the Programme Modification/Re-approval task

2.1 EMAIL ALERTS

You will receive an email alert that a new modification proposal is waiting for you in your OPAMA in-tray. This email will be received by all members of the SQA PRC; you will need to ensure that scrutiny work is allocated between you. There is a link from the email to the Student Records login page; or else you can access Student Records direct.

2.2 ACCESSING THE TASK

Log into Student Records and click the OPAMA tab as usual. In your in-tray you will see a message 'SQA scrutiny of proposed programme modification: [Programme name]' – click on 'View the proposal' (see Fig. 1):

The screenshot shows the 'Student Records' interface. At the top right, there is a 'LOGOUT' button. Below it is a 'My Online Tasks' section with a red header. Underneath, there is a 'All messages' section indicating 'You have 107 messages'. A table lists messages with columns: Status, From, Last updated date, Subject, and Action. The first row shows an unread message from 'Me' dated 26/May/2015 with the subject 'SQA scrutiny of proposed programme modification: Master of Arts in Global Ethics and Human Values'. The 'Action' column for this row contains a link 'View the proposal'. A blue arrow points from a text box labeled 'Select task to enter' to this link. Below the messages is a 'Programmes' section with links for 'Online programme approval', 'Create a new programme', and 'Programme modification/re-approval'.

Status	From	Last updated date	Subject	Action
Unread	Me	26/May/2015	SQA scrutiny of proposed programme modification: Master of Arts in Global Ethics and Human Values	View the proposal
Unread	Jonathan Hill	26/May/2015	SQA scrutiny of proposed programme modification: Bachelor of Arts (Hons) in History and Spanish TEST PROGRAMME ONLY	View the proposal
Unread	Helen Baker	20/May/2015	SQA scrutiny of proposed programme modification: Master of Arts in Professional Practice and Leadership	View the proposal

Fig. 1

You will enter the task at the Welcome page, which also contains the process diagram so that you can see where you are in the modification/re-approval process (see fig. 2):

Stage 2 SQA Scrutiny

King's College London programme modification process is online.

Welcome CHRISTINE SAUNDERS.

HELEN BAKER has proposed one or more modification(s) to programme TMSC1PTNIG - Master of Science in Neuroimaging

King's College London programme approval process is online. If you need help or advice we recommend that you contact the [Chair of your local Programme Approval Panel](#).

Detailed guidance on quality assurance matters can be found [here \[PDF\]](#) and by contacting [Quality and Academic Support](#)

The Programme Modification/Re-approval Process					
Stage 1 Programme Proposer	Stage 2 School Quality Administrator	Stage 3 Programme Approval Panel/ equivalent (Offline process)	Stage 4 School Quality Administrator	Stage 5 Quality & Academic Support	Stage 6 Outcome
Following PDAC agreement to develop programme proposal further, enters details to system	Checks what has been entered. Has the ability to amend programme proposal. Takes off line to Programme Approval Panel/Equivalent	Reviews the proposal and approves/rejects programme	Makes any required amendments, records decision of Programme Approval Panel/Equivalent and informs Quality & Academic Support	Informs PDAC of the outcome of the Programme Approval Panel/Equivalent decision and following approval from PDAC, makes any final amendments and loads to SITS	Programme is added to SITS and people are notified

Please click 'Start process' to continue

Fig. 2

Click 'Start process' to begin.

6.3 CHECK YOUR DETAILS

Check the details on the screen (see Fig. 3). If anything needs to be changed you need to arrange for your PRS record to be updated on SITS.

Stage 2 SQA Scrutiny

Your details

Please check the information below.

Personal Information	
Name:	CHRISTINE SAUNDERS
Email Address:	christine.saunders@kcl.ac.uk
Faculty/School:	Centres & Institutes
Department:	International Development Institute

Back Save and continue

Fig. 3

3. SQA scrutiny of the proposal (stage 2)

3.1 THE PURPOSE OF SQA SCRUTINY

As for Programme Approval, the purpose of this stage of the process is to give you the opportunity to check on behalf of your Faculty's QA function, the information which has been input so far, to fill in any gaps left by the proposer, and to make sure that any programme data necessary for creating the programme on SITS is correct and consistent. Because the changes will be made manually on SITS, you also need to make sure that the changes are clearly laid out so that staff making those changes reflect accurately the intention of the modification(s). When you have completed this part of the process, the proposal should be in a fit state to be sent to your Faculty Education Committee (or equivalent).

4. Walkthrough of the modification scrutiny screens

4.1 GENERAL DESCRIPTION/RATIONALE, AND IMPLEMENTATION YEAR

When you enter the proposal you will see that the scrutiny screen is in 4 parts. The upper part of the screen contains the intended implementation year and a full description of the intended modification(s), which must include any variants for nested or exit awards, (see Fig. 4):

SQA considers modification – Stage 2

Review proposed changes to TMAR1FTGEV - Master of Arts in Global Ethics and Human Values

Please review the information currently held on this programme, then click the edit link relating to the section(s) you need to enter to modify the programme specification. Ensure you save your amendments before leaving each section you enter.

Academic year modifications to take effect

2016/7

Description and rationale for changes

Please describe as clearly and precisely as possible the changes you wish to make to the programme, and the reason(s) for the changes. If the changes affect any part-time, nested or exit awards, please ensure this is made clear in your description.

We are changing the focus of the curriculum to take latest research into account. The modifications therefore consist of the following:

(a) substitution of the core courses in each of the years of study
 (b) changes to the programme's objectives under the 'knowledge and understanding' and 'intellectual skills' headers

Use to save new implementation year and/or description/rationale ONLY

Scroll down or expand the text box to see more text.

Save

Fig. 4

Tip: you may need to scroll down or expand the text box in order to see the whole description/rationale.

You are able to edit both the implementation year and the description/rationale, and re-save it.

4.2 EDITING THE PROGRAMME SPECIFICATION

When a programme is retrieved for the modification task, programme data currently held in SITS which forms part of the programme specification is also retrieved. The amount of data retrievable will vary depending on whether the programme was previously approved via the OPAMA process, or if it was approved historically on the paper form and has been manually created on SITS.

Since OPAMA Programme Approval has only recently gone live, the vast majority of programmes for which modification proposals will be made in the foreseeable future will only previously exist on SITS and will therefore not include a full set of programme specification data. The OPAMA Programme Modification/Re-approval task enables the proposer or yourself to fill in blank fields where appropriate, and/or modify existing data, to enable a fully updated programme specification to be produced.

The programme retrieved for modification should always be the Main Award record (i.e. not a Nested award), and, where there is both a full- and part-time record (mainly PGT programmes), only the full-time version should have been modified. The Proposer is asked to tick boxes to indicate that the modification(s) should be applied to records for other modes of attendance and/or Nested awards.

The middle portion of the screen looks like the editing screen in the Programme Approval task; it shows which sections of the programme specification can be amended and enables you to enter and add missing information or change existing data as appropriate.

All sections, including non-editable ones, can be viewed or hidden by clicking + or – respectively; if you wish to edit the information in a section, click on 'Edit', which will take you to the data fields. Note that within an editable section, not all the individual fields may be editable. Non-editable fields are 'greyed out' accordingly.

When a section is entered *and saved on exiting the screen*, a green tick will appear in the index. Note this does not necessarily mean that data has been changed, but it does give an indication as to which areas have been reviewed and potentially changed by the proposer. Fig. 5 shows changes to the Educational Aims section. The Quality Administrator should ensure that the description of the modification(s) in the text box is reflected where appropriate in the programme specification data; you should also ensure that the Proposer has referenced any changed sections/fields in their description of the modification(s).

For information on individual fields within the programme specification, please consult the 'Help' screens and/or refer to the Proposers' User Guide for Programme Approval, available from the Quality & Academic Support website.

Tip: one of the most common modifications is to amend the core or compulsory modules, or generally amending details of the pattern of study (Section 13). Since currently none of this information is held on SITS but is a required part of the programme specification, it would be particularly helpful if Section 13 could be populated fully whenever a modification proposal is submitted. Once the list of modules has been completed once, it is then easy to make subsequent amendments and the list will be reproduced automatically in the Programme Specification Insight Report.

Programme Modification / Re-approval Implementation Year 2016/7

This modification / re-approval applies to the part-time programme.

This modification / re-approval applies to nested awards.

Section 1: Programme Development and Approval Committee approval to proceed	read only	+_-
Section 2: Core Programme Information	edit	+_-
Section 3: Award details	edit	+_-
Section 4: Collaborative provision, partnerships and placements	edit	+_-
Section 5: Modes of attendance and length of study	edit	+_-
Section 6: Programme Duration	read only	+_-
Section 7: Educational Aims	edit	+_-
Section 8: Educational Objectives	edit	+_-
Section 9: QAA Benchmarking	edit	+_-
Section 10: Department contribution to teaching	edit	+_-
Section 11: New resource requirements	read only	+_-
Section 12: Student numbers and fees	read only	+_-
Section 13: Programme Structure and curriculum	edit	+_-
Section 14: Examination Boards and marking	edit	+_-
Section 15: Inclusivity	edit	+_-
Section 16: Entry qualifications and selection process	read only	+_-
Section 17: External Specialist Advice	read only	+_-
Section 18: Additional Information	edit	+_-

Callout 1: The Proposer has indicated that the modifications apply to both the part-time version of this Master's programme, and also the Nested Awards associated with it.

Callout 2: These sections are non-editable in their entirety.

Callout 3: Green tick shows that section has been entered (reviewed) by the Proposer and should be checked by the SQA.

Callout 4: These sections may be edited, but may contain individual non-editable fields

Fig. 5

4.3 FURTHER INFORMATION/UPLOAD

A final text box and document upload facility is provided in order that the Proposer can send the original programme specification as part of the modification proposal (see Fig. 6):

Further information

Current programme specification (2014/5) uploaded for reference.

[View document](#)

Fig. 6

As SQA you would be able to add this document if required.

4.4 PAP APPROVAL

As with Programme Approval, when scrutinising the proposal you should ignore this section (Fig. 7), which should be completed only once the proposal is approved.

PAP Approval

Only tick the box below once the modification proposal has been approved in principle by the Programme Approval Panel (PAP) and all necessary edits have been made. If the proposal has not yet been sent to the PAP, leave the checkbox blank and click 'Email proposal to me':

Programme approved in principle by Programme Approval Panel on:

Programme approved in principle by PAP

[Click this link to email report to yourself](#)

Return to proposer Save and exit Email proposal to me

Discard and exit

Fig. 7

4.5 SQA OPTIONS AFTER SCRUTINY

Once you've finished editing the proposal, you can:

- Return it to the proposer for further work
- Discard the proposal (i.e. abort it completely – use with care!)
- Save and exit
- Email the proposal to yourself to begin the programme approval process offline

4.5.1 RETURN TO PROPOSER

If you click 'return to proposer' you will go to a new screen with a text field into which you can type or paste your comments/questions about the proposal (see Fig. 8):

Stage 2 SQA Scrutiny

Return to proposer

Please state the reasons you are returning this programme proposal, then click 'Confirm' to return it to the proposer.

In general, this looks fine. Just a couple of points:
 1. Do you really want a second academic pathway when the only difference will be a couple of optional modules?
 2. You need to upload the business case right at the end

Back Save and exit Confirm

Fig. 8

Then click 'Confirm' to send the proposal back – or if you've had second thoughts you can go back to the SQA Edit screen by clicking 'Back'.

4.5.2 EMAIL PROPOSAL TO ME

Clicking 'Email proposal to me' will cause exactly that to happen – the email will contain a pdf of the proposal together with attachments containing any uploaded documents which form part of the proposal. Use this to send to your Faculty Education Committee (or equivalent) for approval offline.

When the email is despatched you will get the following screen (Fig. 9):

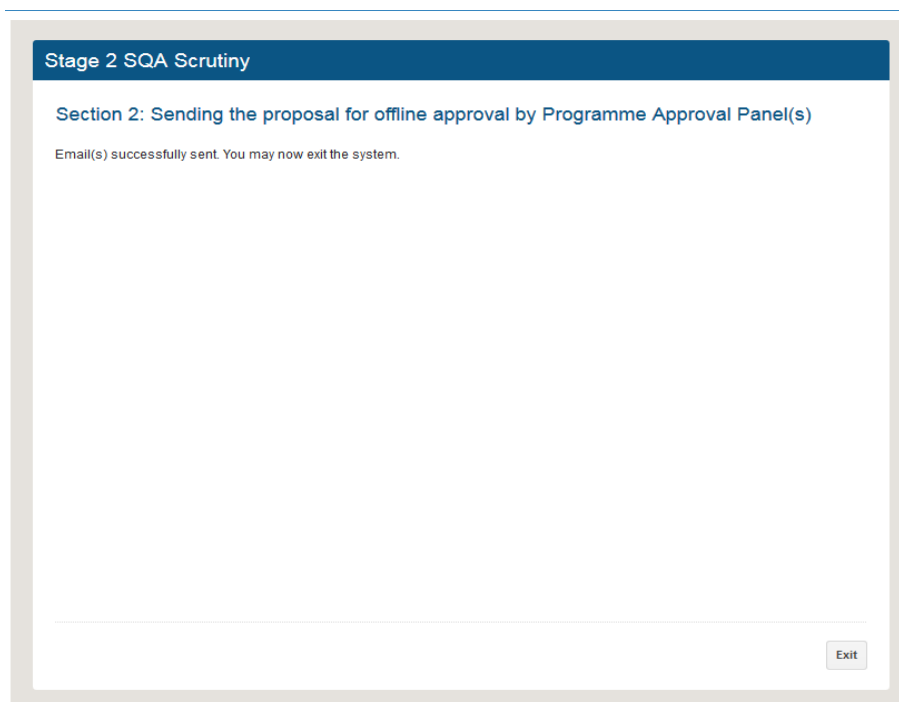


Fig. 9

You have now reached the end of Stage 2 of the online task; click 'Exit' to leave the task.

5. The offline process (stage 3)

5.1 REFINING AND APPROVING THE MODIFICATION PROPOSAL

It is assumed that faculties will use their formal committee meetings and local processes to get the proposal to the approved stage. If any other faculties need to be involved in the approval process, you will need to send the proposal with attachments to the relevant SQA so that they can conduct their own scrutiny and return any comments, and hopefully their approval, to you. There may need to be further refinement of the proposal, which can either be done on OPAMA or offline, using as many iterations between the proposer and the SQA as necessary, until an updated programme specification has been agreed and created on OPAMA. At the end of this period, once the Programme Approval Panel has signed off the proposal, the SQA should return to OPAMA to complete the Faculty-level scrutiny and audit control processes. *Tip: Always re-enter the proposal via your task list; never try to re-retrieve the proposal from scratch as you will get an error message.*

6. Recording approval details (stages 2/4)

6.1 RECORDING PAP APPROVAL TO MOVE TO STAGE 4

Once all pre- and post-approval edits are completed, the SQA should re-enter the proposal and tick the 'PAP approval in principle' box and add the date of approval. This will cause a new button: 'Proceed to approval page' to replace the 'Email proposal to me' button (Fig. 10):

PAP Approval

Only tick the box below once the modification proposal has been approved in principle by the Programme Approval Panel (PAP) and all necessary edits have been made. If the proposal has not yet been sent to the PAP, leave the checkbox blank and click 'Email proposal to me.'

Programme approved in principle by Programme Approval Panel on:

Programme approved in principle by PAP

[Click this link to email report to yourself](#)

Fig. 10

Click on this button to enter Stage 4 of the process.

6.2 THE PROCESS DIAGRAM (STAGE 4)

The following screen displays the process diagram for Stage 4 (See Fig. 11):

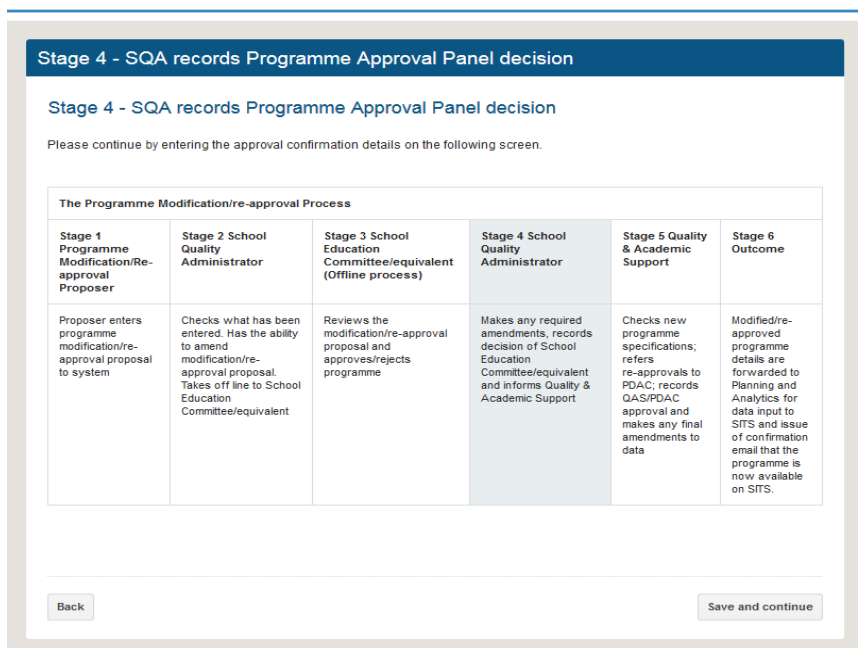


Fig. 11

Click 'Save and continue' to proceed to the decision record page.

6.3 RECORDING DECISIONS – LOCAL APPROVAL

To prepare the proposal for onward transmission to the Quality & Academic Support office, you need to record the decision of your local Committee as to whether approval has been given as a modification of an existing programme specification, or as a re-approved programme (see Fig. 12):

Stage 4 - SQA - Programme Approval Panel decision

Stage 4 - SQA - Programme Approval Panel decision

Programme selected TMAR1FTGEV - Master of Arts in Global Ethics and Human Values

Modification of an existing Programme Specification
 Re-approved programme

Q1 Please insert the date the modification to the programme was formally approved by the Programme Approval Panel

Q2 Name of the PAP Chair

Q3 Please upload confirmation of approval by the Chair of the Programme Approval Panel

No file selected.

You can upload 1 document only (if you hold the necessary information on more than one document please combine them into one first) which must not exceed 1 Mb. You can upload .docx, .xlsx or .ppt files.

Fig. 12

Tick the radio button which applies to this proposal, and then respond to the on-screen questions:

Q1: Select the date that the programme was approved by the Programme Approval Panel

Q2: Select the name of the Chair of the PAP by entering either her/his PRS code or by entering part of the code or part of the person's name in the dynamic search box, and clicking the code/name when found.

Q3: Upload either a copy of the minutes of the relevant PAP meeting or the text of an email from the PAP Chair confirming that the programme was approved. You are strongly advised (see 4.4 above) to paste the email text into a word document or pdf as these can be more easily opened than pure email message files

Then click 'Save and continue'.

6.4 OTHER APPROVALS

The next screen gives you the opportunity to add any further approvals needed if the programme has been re-approved (Fig. 13):

Stage 4 - SQA – Programme Approval Panel decision

Stage 4 - SQA – Programme Approval Panel decision

Please provide all the necessary approvals, and then send the proposal to the Quality & Academic Support office to get any final approval for these modifications to proceed and the information uploaded to SITS.

Approval by the Lead School

Q4 Name of the member of the Programme Approval Panel representing the CEC from another Faculty

Q5 Please upload confirmation of re-approval by the CEC representative

No file selected.

You can upload 1 document only (if you hold the necessary information on more than one document please combine them into one first) which must not exceed 1 Mb. You can upload .docx, .xlsx or .ppt files.

Q6 Date of approval by the CEC representative

Q7 Name of the External Peer

Q8 Please upload confirmation of re-approval by the External Peer

No file selected.

You can upload 1 document only (if you hold the necessary information on more than one document please combine them into one first) which must not exceed 1 Mb. You can upload .docx, .xlsx or .ppt files.

Q9 Date of approval by the External Peer

Fig. 13

Questions:

Q4-Q6: Provide name, date of approval, and evidence document, relating to the person who represents the College Teaching Committee on the Programme Approval Panel

Q7: Enter the name (free text) of the External Peer who sits on the Programme Approval Panel

Q8-Q9: Provide the date and evidence of the approval of the External Peer

Q10-12 Provide the date and evidence of the approval of any other Faculty named in the original proposal as needing to be part of the approval process.

Click 'Save and continue'.

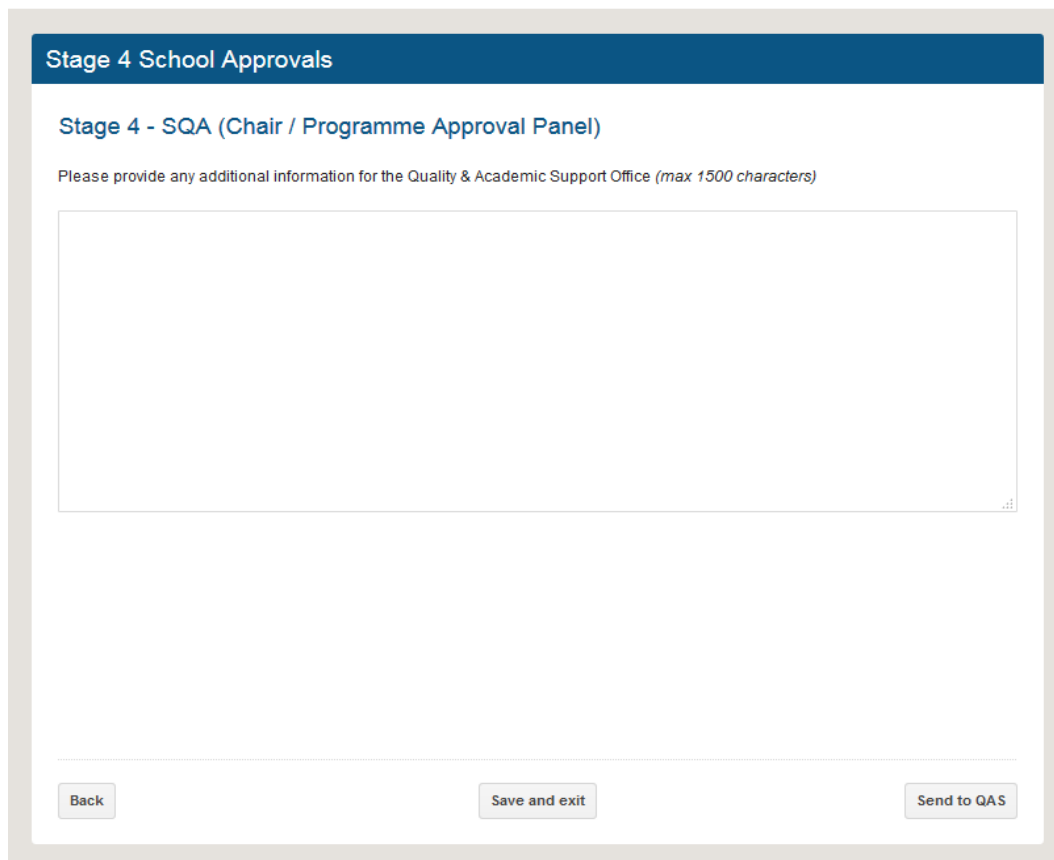
6.5 CONFIRM SITS CODES

The next screen is only relevant if the modification proposal has included the addition of new nested awards or academic pathways. However, since the modification process will be handled manually on SITS, advice is to bypass this screen and if new route codes are necessary arrange these outside the OPAMA process. Click 'Save and continue' to proceed.

7. Sending the approved proposal to the Quality & Academic Support office

7.1 NOTES FROM THE SQA TO THE QAS OFFICE

The penultimate screen in this stage allows you to write any comments, e.g. to note any documentation that may be pending, for the information of the QAS staff member who will be checking that everything is complete (Fig. 14):



The screenshot shows a web form titled "Stage 4 School Approvals". Below the title is a sub-header "Stage 4 - SQA (Chair / Programme Approval Panel)". The main instruction reads: "Please provide any additional information for the Quality & Academic Support Office (max 1500 characters)". A large, empty text input box is provided for this purpose. At the bottom of the form, there are three buttons: "Back", "Save and exit", and "Send to QAS".

Fig. 14

When you have finished, click 'Send to QAS'.

7.2 SAVE A COPY OF THE PROPOSAL

The final screen for you as SQA tells you that the proposal has been sent to the Quality & Academic Support Office. It also offers a final opportunity to have a pdf of the final Faculty version of the proposal emailed to you – we strongly advise you to do this in order to maintain a reference copy in case of a query from the QAS (Fig. 15):

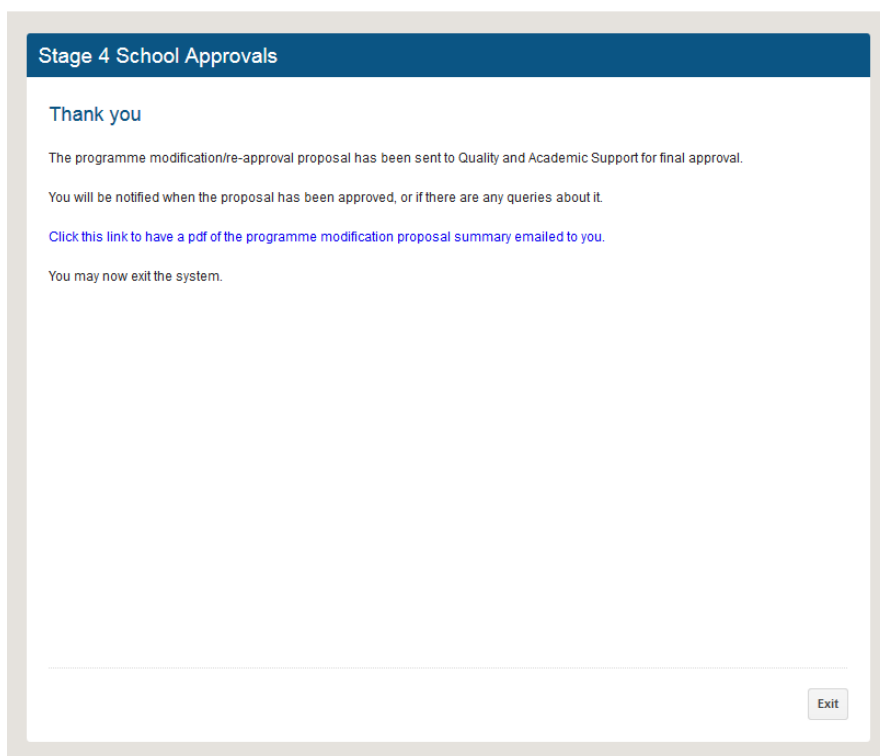


Fig. 15

You have now completed the task; click 'Exit' to return to the OPAMA landing page.