

OPAMA Programme Modification/Re-approval *Guide to completing a proposal to modify a programme of study*

User Guide for Programme Modification Proposers

Essential Reference for Faculty (Institute, School) Quality
Administrators

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Welcome & Introduction

Welcome to this User Guide, which is designed to help you create and submit a proposal to modify a programme of study for which you are responsible. For those who are new to OPAMA, implementation of the Programme Modification/Re-approval task is the final phase of the development of new online processes which replace the existing paper QA forms. However, because of the complexity/subtlety of the rules surrounding the modification of whole programmes of study and the re-focusing of curricula, this final phase of OPAMA currently stops short of the complete automation of the modification process, in that SITS will still be updated manually following the approval of a modification proposal.

Although this Guide is primarily for staff who wish to modify an existing programme, it is also a useful reference document for anyone who is involved with the approval process, i.e. members and Chairs of Faculty¹ Education Committees/Approval Panels, as well as professional Quality Assurance staff; knowledge of how the form is constructed and the rationale behind each question will enable the assessment of new proposals more quickly and with greater insight.

If you have any feedback on the OPAMA Programme Modification/Re-approval task or this User Guide, please contact your Faculty's Quality Administrator in the first instance.²

1. Principles of programme modification/re-approval

Once a programme of study has been approved, either 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

¹ For the purposes of this document, the term 'Faculty' should hereafter be assumed to include all academic entities in King's College London with responsibility for Programme approval, whether formally named as 'Faculty', 'Institute' or 'School'.

² The OPAMA project ends on 30 June 2015. Up to that date you can send feedback to the Project Team by emailing opama.support@kcl.ac.uk – but note that this email address will not be in use thereafter.

(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-learning³

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, you are strongly advised to use 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.

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 practical in these cases.

³ 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>

2. For new OPAMA users

If you haven't yet used OPAMA or are unfamiliar with the Student Records portal, we strongly advise you to read the Introductory guide to OPAMA: *Before you start* (available for download from the Module Approval section of the Quality & Academic Support website at <http://www.kcl.ac.uk/aboutkings/quality/academic/prog/approvalmod.aspx>)

The remainder of this User Guide will assume at least a basic knowledge of the system.

3. Accessing the modification task as proposer

3.1 LOGGING IN

After logging into Student Records and clicking the OPAMA tab, select the option 'Programme Modification/Re-approval' from the 'Programmes' container (see fig. 1):

The screenshot shows the Student Records portal interface. The top navigation bar includes 'Academic Staff Home Page', 'RCAR', and 'OPAMA'. The main content area is divided into several sections:

- OPAMA Help:** Provides information on online programme and module approval help, including user guides and FAQs.
- My Online Tasks:** A red header section indicating it is the delivery point for important online tasks. It contains a table of messages:

Status	From	Last updated date	Subject	Action
Unread	Helen Baker	20/May/2015	SQA scrutiny of proposed programme modification: Bachelor of Arts	View the proposal in History
Unread	Helen Baker	20/May/2015	SQA scrutiny of proposed programme modification: Bachelor of Arts	View the proposal (Host) in List of all data
Unread	Helen Baker	20/May/2015	SQA scrutiny of proposed programme modification: Master of Science in Professional Psychology and Psychology	View the proposal

- Programmes:** A section with links for 'Online programme approval', 'Create a new programme', and 'Programme modification/re-approval'. A blue arrow points from a text box to this link.
- Modules:** Links for 'Online module approval', 'Create a new module', 'Modify or withdraw an existing module', 'New module approval report', 'Module modification report', and 'Roll over module availability'.
- Personnel Management:** Links for 'Update and manage personnel collections', 'View/Update Personnel Collections', and 'Re-assign Personnel for specific Module Proposal'.

At the bottom of the page, there is a footer with contact information for King's College London and a 'Help' link.

Fig. 1

3.2 WELCOME PAGE & PROCESS DIAGRAM

The introductory page contains a process diagram which shows the steps covered in the Programme Modification/Re-approval process, and where you are within it (see Fig. 2):

Stage 1 Programme Modification Proposer

Programme Modification

Welcome CHRISTINE SAUNDERS.

King's College London programme modification/re-approval process is online. If you need help or advice we recommend that you contact your [Chair of the Approval Panel](#) or [School Quality Administrator](#).

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 Modification/Re-approval Proposer	Stage 2 School Quality Administrator	Stage 3 School Education Committee/equivalent (Offline process)	Stage 4 School Quality Administrator	Stage 5 Quality & Academic Support	Stage 6 Outcome
Proposer enters programme modification/re-approval proposal to system	Checks what has been entered. Has the ability to amend modification/re-approval proposal. Takes off line to School Education Committee/equivalent	Reviews the modification/re-approval proposal and approves/rejects programme	Makes any required amendments, records decision of School Education Committee/equivalent and informs Quality & Academic Support	Checks new programme specifications; refers re-approvals to PDAC; records QAS/PDAC approval and makes any final amendments to data	Modified/re-approved programme details are forwarded to Planning and Analytics for data input to SITS and issue of confirmation email that the programme is now available on SITS.

The OPAMA system works on the basis that the academic proposer of the programme and the School Quality Administrator will work together to populate the information required by the College both to comply with QA requirements and ensure the programme is set up on SITS.

[Start Process](#)

Fig. 2

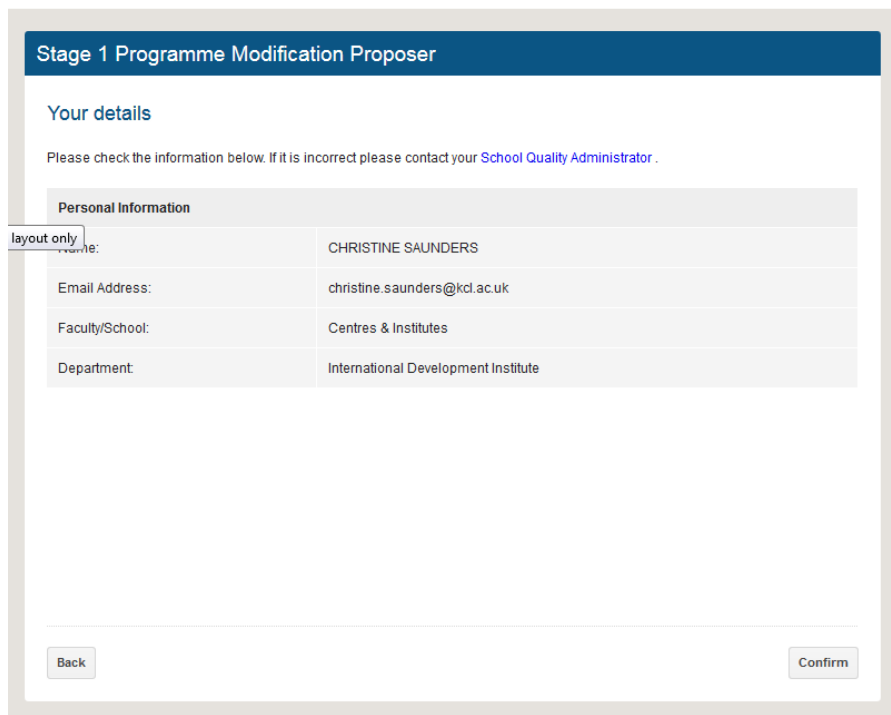
This page also contains links to the email addresses of your local Quality Administrator and the Chair of the local Approval Panel. Note that these are displayed according to the Faculty indicated in your own PRS record; however, if the programme you wish to modify is based in a different Faculty then you may need to contact a different set of people. When you submit your modification proposal, OPAMA will automatically route it to the Faculty Quality Administrator in the Lead Faculty for that programme as recorded on SITS (i.e. it doesn't matter that the Proposer may be based elsewhere).

There is also a link to the Quality & Academic Support web page, from which all the User Guides, as well as the QA Guidance, can be accessed, as well as the QAS contact email address.

Click 'Start process' to proceed.

3.3 CHECK YOUR DETAILS

As with the other OPAMA tasks, the system needs to check your credentials and identify you and your contact details, in order to ensure that you receive the appropriate email notifications throughout the process. If anything is incorrect or missing, contact your Faculty Quality Administrator as soon as possible so that your personal record on SITS can be amended (Fig. 3):



The screenshot shows a web form titled "Stage 1 Programme Modification Proposer". Under the heading "Your details", there is a instruction: "Please check the information below. If it is incorrect please contact your [School Quality Administrator](#)." Below this is a table of personal information.

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

At the bottom of the form, there are two buttons: "Back" on the left and "Confirm" on the right.

Fig. 3

If all is correct, click 'Confirm'.

4. Retrieving a programme to modify

4.1 SELECT PROGRAMME OF STUDY

The first task is to retrieve the details of the programme of study you wish to modify (see Figs. 4 and 5):

Stage 1 – Programme Modification Proposer

Select programme for modification/re-approval

Q1 Please enter the course code (e.g. UBAH3ASEZ, TMSC1BTNUT) or search by course title for the programme of study you wish to modify or re-approve. Select only the main award in its full-time version (unless it only exists as a part-time or Distance Learning programme), and indicate below if more than one course record on SITS will need to be amended.

Global Ethics and

TMAR1FTGEV Master of Arts in Global Ethics and Human Values

TMAR2FTGEV Master of Arts in Global Ethics and Human Values will also apply to a part-time version of this programme (mainly and/or any nested award(s) which have been set up as separate programmes on SITS. and/or nested award(s)

Ensure that you describe fully any variations for part-time/nested programmes from the main programme on the programme changes screen.

RETRIEVE PROGRAMME

Fig. 4

Stage 1 – Programme Modification Proposer

Select programme for modification/re-approval

Q1 Please enter the course code (e.g. UBAH3ASEZ, TMSC1BTNUT) or search by course title for the programme of study you wish to modify or re-approve. Select only the main award in its full-time version (unless it only exists as a part-time or Distance Learning programme), and indicate below if more than one course record on SITS will need to be amended.

TMAR1FTGEV Master of Arts in Global Ethics and Human Values

Q 2 Please tick to indicate if the modification / re-approval will also apply to a part-time version of this programme (mainly PGT) and/or any nested award(s) which have been set up as separate programmes on SITS. and/or nested award(s)

Ensure that you describe fully any variations for part-time/nested programmes from the main programme on the programme changes screen.

RETRIEVE PROGRAMME

Fig. 5

Questions

Q1: OPAMA will search the SITS database for your selected programme by either its code on SITS, or by its title, and will filter the list as you type more detail (see fig. 4). You should retrieve ONLY the code corresponding to the Main Award (i.e. do not choose the code of a nested award, even though these are set up separately on SITS) and, if there are two codes for a single programme, e.g. PGT full-time and part-time course codes such as TMAR1FTGEV and TMAR2FTGEV (MA in Global Ethics and Human Values, as illustrated above), you should select only the full-time version. This is because the textual data for the programme specification (educational aims and objectives etc.) are only held on this version on SITS.

Note: OPAMA will automatically exclude from the listing any programme which has been marked as a nested award; however, at this time not all nested awards in the Live version of

SITS have been marked as such – users should if possible check the code of the main programme before commencing the task.

Q2 (see Fig. 5): You are asked to indicate whether your proposed changes will also apply to other versions of this programme on SITS (e.g. a part-time version of a full-time PGT programme), and/or a nested award. Your response will guide staff making manual changes on SITS to already-existing programmes and ensure cross-referencing.

Once you have selected a programme and ticked any necessary boxes, click 'Retrieve programme'.

4.2 SELECT THE EFFECTIVE DATE

The next step is to choose the academic year from which the modification(s) should apply. The QA guidance is clear that changes to a programme cannot be made in-year, so the earliest option provided in the drop-down menu is the *next* academic year (see Fig. 6):

Fig. 6

When you have made your selection, click 'Save and continue'.

5. The modification process

5.1 DESCRIBE AND JUSTIFY THE CHANGES YOU WANT TO MAKE

The changes you wish to make to the programme need to be described in detail, for two reasons: (a) to enable your Faculty Education Committee (or equivalent) to understand and assess the implications of the change(s) from a QA perspective, and determine whether they need approval as modifications or if the programme needs to be re-approved; and (b) because all amendments to SITS still need to be done manually, it is vitally important for data accuracy that staff making the changes can readily see and understand the changes they need to make. The first screen in the OPAMA modification process therefore is a free text box (64,000 characters) to enable you as the proposer to describe the changes in detail, and provide the rationale for them (see Fig. 7):

Fig. 7

It is very important that any variations in the changes for part-time, nested awards and/or exit awards are clearly articulated. If you wish to take a programme permanently out of use, use the Description/rationale screen to state this, and also state when the last cohort of students will enrol and finish.

Important note: Please avoid the use of ampersands (&) in your text as these will cause the entire text to fail to output to the pdf which will be seen by the approval panel.

Tip 1: You can extend the screen by dragging it from the bottom right-hand corner as shown above.

Tip 2: This text box will continue to be visible and editable throughout the process, so you can add additional modifications and/or detail later.

When you have completed this field, click 'Save and continue'.

5.2 AMENDING THE EXISTING PROGRAMME SPECIFICATION

When the programme is retrieved, current programme data held in SITS which forms part of the programme specification will also be retrieved. The amount of data 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 you to fill in blank fields where appropriate, and/or modify existing data, to enable a fully updated programme specification to be produced.

The next screen combines a review of the information you have already provided, with the opportunity to edit programme specification detail (see Fig. 8). In the top half of the screen you can amend the year of implementation, and change or add to the description/rationale. The other part 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.

As a rule of thumb, if you find yourself wanting to change fields which are not editable, the chances are that you should be submitting a proposal for a new degree rather than modifying an old one. If this is the case, consult your Faculty Quality Administrator.

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.

Stage 1 Programme Proposer

Selected programme 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

layout only 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

The reason for the changes are as follows:

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 <small>layout only</small>	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 +_

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

Save for submission later

Save and send pdf for offline review

Submit proposal

You can change the implementation year here

Add to, or amend, your description/rationale text here

Save changes to implementation year and/or description/rationale ONLY here

These sections are non-editable in their entirety.

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

Fig. 8

When you enter a section *and save it 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 to the Faculty, the QAS scrutineers and the staff doing the manual changes on SITS, as to which areas have been reviewed. It would be especially helpful if proposers could pinpoint these affected sections in the Description/rationale text. Fig. 9 shows changes to the Educational Aims section:

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	+ -

Education aims	To develop students' knowledge and understanding of human values with particular regard to how those values are represented in human affairs at international and global levels. To encourage and help students to make critical evaluations of human values and the roles they play in ethics and politics on a global scale. To foster students' awareness and critical interest in a wide range of contemporary global issues of ethical and political significance. To develop students' ability to analyse topics of global ethical and political controversy with philosophical rigour. UPDATED 26 MAY 2015
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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	+ -

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

Save for submission later Save and send pdf for offline review Submit proposal

Fig. 9

5.3 OPTIONS FOR SAVING OR SUBMITTING THE PROPOSAL

You can at this point save a pdf of the proposal before going any further, either by clicking on the blue link if you wish to proceed now to the submission stage or, if you are intending to leave OPAMA now and would like a pdf to circulate to a departmental committee prior to submission, by choosing the 'Save and send pdf for offline review' option; this will send you a pdf and also exit OPAMA.

If you wish to proceed to submission, click 'Submit proposal'.

5.4 ADDITIONAL INFORMATION

You have a final opportunity to add further information and upload a supporting document. This could be, for example, the *current* programme specification, so that the Approval Panel, QAS and others can refer to it to ensure any data changes are noted accurately (see Fig. 10):

Further information

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

Use this space to provide any further information required by your Programme Approval Panel, e.g. the overall context of multiple changes

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

Upload here any supporting documentation which might be helpful to the Panel [max 1mb]

No file selected.

[View document](#)

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

Fig. 10

Once the proposal is complete, click 'Submit proposal'.

5.5 SUBMISSION COMPLETE

Your submission will be acknowledged via a 'Thank 'You' screen (see Fig. 11):

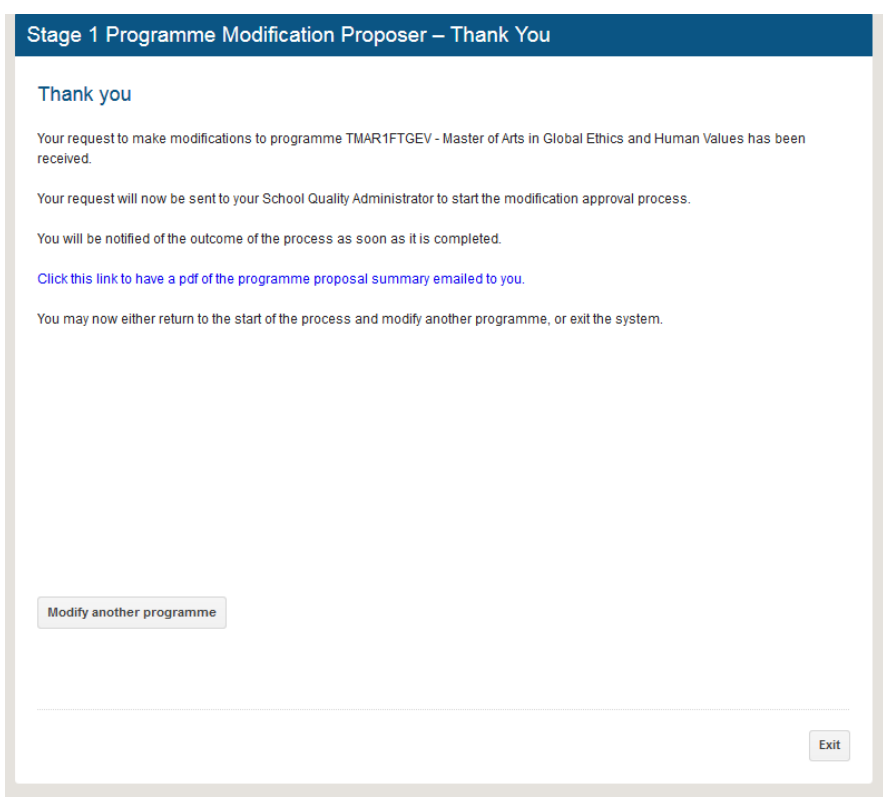


Fig. 11

You can have another pdf emailed to you before exiting. The advantage of this is that it will also contain the uploaded document as an attachment.

You can now exit the system.

6. What happens next?

6.1 SQA SCRUTINY AND COMMITTEE CONSIDERATION

The Faculty Quality Administrator will check the proposal and will help fill any gaps you may have left, or help to clarify the Description/Rationale section. If substantial changes are needed, particularly to the Educational Aims and Objectives and/or the Pattern of Study, the SQA may return the proposal to you (you will receive an email to let you know) for amendment. Once the proposal is considered ready for consideration by the Faculty Education Committee (or equivalent), the SQA will take it offline and circulate it to members of the Committee, which will meet to discuss the proposal in the usual way. Following consideration, you may find that the proposal is returned to you via OPAMA for further changes to be made, or else the SQA may make those changes and notify you. Finally, once approved, the SQA will record on OPAMA the relevant date(s) of approval by the Faculty Education Committee, and indicate whether in the Committee's opinion, the changes constitute a modification to an existing programme specification, or a full re-

approval. The proposal is then sent via OPAMA to the Quality & Academic Support Office to undergo final scrutiny. If the proposal is approved as a re-approval, it may also need to be ratified by PDAC.

6.2 UPDATING SITS

At the end of the process, the approved proposal will be sent to colleagues who will make the necessary changes on SITS. Unlike Programme Approval this is not an automated process and there will be a period of time between approval and the data being changed on SITS.

6.3 KEEPING YOU INFORMED

Please keep an eye on your email for messages from opama@kcl.ac.uk as you may be asked for further input at any stage of the process prior to approval. You will be notified when the programme has been given final approval.