Memorandum

To: Departmental contacts: Annual Review of Programme Regulations
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   LeTS Faculty Contacts

CC: Heads of Departments
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From: Learning and Teaching Services

Address: New Spring House, 231 Glossop Road

Date: 25 November 2016

Subject: ANNUAL REVIEW OF PROGRAMME REGULATIONS

The process of regulations review and update commences on 5th December 2016 when the Programme Regulation Online Management System will be opened to Departments to access. The deadline for submission of updated regulations for approval is 10th March 2017; at this point the system will be closed to departments.

Actions points for all departments:

1. Departments should discuss and review programme regulations to decide what will be offered for 2017-18. NOTE – module information should be reviewed at the same time. If changes to modules are required these need to be updated on UMS or submitted for approval by Faculty (new or significant changes to modules) in advance of regulations being updated on PROMS.

2. If a Department identifies that a programme requires Significant Amendment (see LeTS web pages for guidance - https://www.sheffield.ac.uk/lets/pp/qa/prog-app) Departments SHOULD NOT input significantly amended regulations directly in to PROMS. A Significant Amendment requires Faculty approval and updating of other documentation in addition to the regulations. If you have queries about this please contact your relevant Faculty QMA (details at end of memo).

3. The majority of programme regulations should now be held in PROMS. Departments are asked to make every effort to input regulations in the system wherever possible.

Accessing your regulations:
Regulations should be updated in PROMS which can be found under ‘My Services’ on the University website. You will only be able to access the regulations for programmes in your department. You will find these either under the ‘My Tasks’ tab or the ‘Unclaimed Tasks’ tab on the left hand side of the
screen in PROMS. Regulations can be updated and saved in the system multiple times within the Department before they are submitted for approval. Once the submit button has been pressed they are sent through to LeTS for checking. All regulations must be submitted by 10 March 2017.

Special arrangements for Part Time and Distance Learning programmes:
- If Departments know what content will be taught in each session then those modules should be entered in to the relevant years (and the warning message about amount of credit in each year can be ignored).
- If the programme concerned is a PT or DL version of a full-time programme and the content will be exactly the same but there is slight uncertainty over which modules will run in which session for PT / DL students then a Department can insert a statement such as ‘Please refer to the regulations for the full-time version of this programme which can be found under AAA123. Students should contact the Department directly for further details of when each unit will be studied’. This statement should be copied in to each level of the PT / DL programme.
- Where there is more flexibility or it is unknown as to exactly which modules will run in which year of the programme then departments may be able to use a Word document to capture regulations instead of the system. Please contact the relevant QMA in LeTS to discuss.

Inputting intermediate / exit awards:
- If a programme is offered as a stand-alone award which students can apply to e.g. PG Diploma in Regulations, then it should be included in PROMS under its own programme code. If there is no instance for a particular award already on the system please contact your QMA in LeTS.
- If an award exists solely for the purpose of being an exit award for example most Masters programmes will have a PGDip and PGCert as exit awards – then this does not have to have its own entry in PROMS but should be referenced in the main programme regulations e.g. ‘a student who has been awarded 120 credits in respect of units listed at 1A above will be eligible for the award of PGDip in XYZ’.

If you have any queries about the content of this memo please contact the relevant QMA for your faculty (See below for contact details).

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