



The  
University  
Of  
Sheffield.

Learning &  
Teaching  
Services.

**To:** Dept contacts: Annual Review of Programme Regulations and Specifications,  
Programme Accreditation/Recognition  
Directors of Learning and Teaching  
Departmental Administrators

**CC:** Heads of Departments,  
Directors of Faculty Operations, Faculty Directors of Learning and Teaching  
Susan Gill (LeTS), LeTS Faculty Contacts  
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**From:** Angela Gascoyne, Quality Manager, LeTS

**Address:** New Spring House, 231 Glossop Road

**Date:** 25 November 2016

**Subject:** **Annual Review and Update of Programme Information**

This memo gives you an overview of what programme information needs to be updated and when. We hope this will be useful in planning activities over the year.

Please note the following deadlines

|   |               |
|---|---------------|
| <b>Module information</b> updated on UMS                              | 10 March 2017 |
| Submission of <b>Programme Regulations</b> for 2017-18                | 10 March 2017 |
| Submission of any updated <b>Programme Specifications</b> for 2017-18 | 10 March 2017 |
| <b>Professional Accreditation information</b> updated                 | 10 March 2017 |

The following information provide further details about each of these processes. If you require any additional help or guidance please contact your [Faculty Quality Management Adviser](#) in LeTS .

Colleagues should note that updated versions of the New Programme proposal, Significant Amendment proposal, Discontinuation proposal and Suspension proposal forms will be available from the [LeTS website](#) from Monday 28<sup>th</sup> November.

## Module Information for 2017-18

Please ensure that module information on UMS is up to date before you begin to update regulations and by no later than **10 March 2017** as this is used for a number of University processes.

- Programme regulations – NB only 'live' rolled forward units can be used in PROMS you cannot submit regulations with units that are not live for the 17-18 session
- Online Module Choice for continuing students
- KIS return – Learning, Teaching and Assessment Methods must be up to date

Please confirm that the module descriptions and data on pre-requisite, co-requisite, other requirements data and teaching and assessment methods within UMS are correct. Published regulations from PROMS will contain links to this information for the modules listed in each programme and this information will be drawn from UMS. **So that we are only publishing accurate information, please tick the box within UMS for each module due to run in 2017-18 to confirm that the information is correct and can be linked to the regulations.** This can be found at the bottom right of the screen after clicking Amend. Where this box is not ticked, the regulations will link to a screen stating that an up-to-date module description is not yet available.

## Programme Regulations for 2017-18

Regulations should be updated via the Programme Regulations Online Management System (PROMS). The system will be open for you to start making changes from the beginning of December 2016.

We ask that you make every effort to meet the deadline of **10 March 2017** to finalise regulations for 2017-18 particularly for any regulations affecting continuing students due to the knock-on effect for online module choice. Where changes for continuing students do need to be made after 10 March 2017, you must discuss this with your LeTS faculty contact as any changes to core or optional modules need approval and communication with Registry Services.

Where you are making a significant change to a programme please **DO NOT** enter amended regulations into PROMS. Significant amendments require Faculty approval and no changes to the regulations should be made until that approval has been given. If you are thinking of making significant changes to a programme please contact colleagues in LeTS.

## Programme Specifications for 2017-18

The Higher Education Funding Council for England requires that this information is made available publicly via our website for potential students and other interested parties. It is therefore important that all programme specifications are kept up to date.

We ask that you particularly check the **JACS codes**

- 1) that the JACS code is listed, not the Admissions Code
- 2) that all PGT programmes have a JACS code

The University is required to use JACS codes to report on all programmes to HESA and it therefore important that this information is accurate. [Further information on JACS codes including a list of codes.](#) Please also check that any **web links** contained within the document are still working.

The Word files containing the Programme Specifications for all the undergraduate and postgraduate taught programmes can be found by following the relevant department links from the following URL:

<http://www.sheffield.ac.uk/calendar/progspec>

Please **ONLY** use the files downloaded from this page to make updates.

Departments should return word files of up-dated/amended programme specifications to [progspecs@sheffield.ac.uk](mailto:progspecs@sheffield.ac.uk) in line with the [notes of guidance](#) AND reflecting any changes made to programme regulations by **10 March 2017**.

**Professional Accreditation Information** The PSRB system records details of the professional accreditation body, when visits are due as well as information about previous visits. It also records the KIS statements which are published as part of the KIS return. Please review the information on the system and ensure it is up to date by 10 March 2017 to ensure that the data can be used for the KIS return. [User Guidance](#)

