Memorandum

To: Departmental contacts: Annual Review of Programme Regulations
   Directors of Learning and Teaching
   Ana Hidalgo-Kingston (SAS)
   LeTS Faculty Contacts (QMA and LTDMs)

CC: Faculty Directors of Learning and Teaching
   Departmental Administrators
   Andrew Stainforth, Rob Stanton, Lizzie Dye (CiCS)

From: Learning and Teaching Services

Date: 4 December 2017

Subject: ANNUAL REVIEW OF PROGRAMME REGULATIONS

The annual process of reviewing and updating programme regulations will begin with the opening of the online system (PROMS – accessed via MUSE) on 6th December 2017.

The deadline for submission of updated regulations for approval is 9th March 2018.

It is anticipated that changes to some programmes will arise from work relating to portfolio review and for some departments involved in the pilot of a programme level approach. These will need to be factored into the update to 2018-19 programme regulations as appropriate.

Actions points for all departments:

1. Departments should discuss and review programme regulations to decide what will be offered for 2018-19. 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 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.

**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.

**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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