



The  
University  
Of  
Sheffield.

## Learning And Teaching Services.

### Memorandum

**To:** Departmental contacts: Annual Review of Programme Regulations and Specifications  
International Faculty (City College)

**cc:** Heads of Department Anne Cutler (CiCS)  
Directors of Faculty Operations Jo Hardy (SS)  
Faculty Directors of Learning and Teaching Ana Kingston (SS)  
LeTS Faculty contacts Helen Grindley (SS)  
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**Address:** 205 Brook Hill, Sheffield, S3 7HG, United Kingdom

**Date:** 16 November 2011

**Subject:** **ANNUAL REVIEW OF PROGRAMME REGULATIONS AND PROGRAMME SPECIFICATIONS**

The annual review of programme regulations and programme specifications is an opportunity to review the accuracy and currency of your programme information. Programme regulations form part of a legal document; the University's Calendar, and are also used to load programme information to the University's Corporate Information System. It is therefore important for all departments to review and update their programme regulations in order that the online registration data is correct and, in case of student appeals or complaints, that departments have reliable information to support them. To provide consistent messages to students it is important that any changes are reflected in both the regulations and specification.

The on-line module registration system requires programme information to be loaded on to the University's system by a set point in the year. It is worth emphasising the need for **early and accurate notification** of the modules which will run in the 2012-2013 session. Early identification and a reduction in the number of late changes greatly minimises problems and queries to departments during Intro Week and speeds up all aspects of the registration process.

I hope that you will find the following notes of guidance helpful, but if you have any queries or need any assistance please get in touch with your LeTS Faculty contact:

Arts and Humanities	Katharine Lingard (ext 21203; <a href="mailto:k.lingard@sheffield.ac.uk">k.lingard@sheffield.ac.uk</a> ) Richard Ward (ext 21358; <a href="mailto:r.b.ward@sheffield.ac.uk">r.b.ward@sheffield.ac.uk</a> )
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## **The Process this Year**

The Word files containing the Programme Regulations and Programme Specifications for all the undergraduate and postgraduate taught programmes of study bearing your Departmental/School code(s) can be found by following the relevant department links from the following URLs:

Programme Regulations: <http://www.shef.ac.uk/calendar/regs.html>

Programme Specifications: <http://www.shef.ac.uk/calendar/progspec/deptlist.html>

(1) **Programme Regulations - Departmental Review**

Word files up-dated/amended in line with the enclosed notes of guidance should be returned to [regs@shef.ac.uk](mailto:regs@shef.ac.uk) by **Friday 20 January 2012** as email attachments. Amendments should be highlighted using "track changes". Each file is formatted in the approved publication style, and the "track changes" facility has been switched on so that all amendments will be visible. Without the changes showing they are often very difficult to spot so please leave this function on. Faculty approval of amendments will take place during February/March 2012.

(2) **Programme Specifications - Departmental Review**

Departments should return word files of up-dated/amended programme specifications to [progspecs@shef.ac.uk](mailto:progspecs@shef.ac.uk) in line with the enclosed notes of guidance AND reflecting any changes made to programme regulations by **30th March 2012**.

(3) **Approval and publication of programme regulations and specifications**

- Amended files will be reviewed by your Learning & Teaching Services (LeTS) Faculty contact, who will resolve any queries with you.
- Minor amendments made to programme specifications as part of the annual review process will not normally require Faculty approval, but reference may be made to the Chair of the relevant Faculty Learning & Teaching Committee where it is felt that the level or nature of the amendment(s) raises an issue of principle.
- Amended programme regulations will go through a process of Faculty approval facilitated by your LeTS Faculty contact.
- When the review process is complete, amended regulations and specifications will be formatted for publication. Regulations will be published in pdf format on the web in March/April (departments will be informed once published), Specifications over the summer. The regulations are also processed by CICS in order that the CIS system is correct for student registration to commence.
- Departments are asked to include a link to the central programme specifications web page (<http://www.shef.ac.uk/calendar/progspec/deptlist.html>) from their own web site.
- Please ensure that any information about regulations and specifications issued to your students is based on the final, approved version. The final version will be available as a downloadable document on the web, and can also be obtained from your LeTS Faculty contact.

Thank you for your help with this exercise.

# ANNUAL REVIEW OF PROGRAMME REGULATIONS

## NOTES OF GUIDANCE

**Please liaise with your LeTS Faculty contact if you need any assistance with the following.**

### **What you need to amend**

- 1 Amendments will be needed for:
  - discontinued programmes, which should be deleted (usually one Level at a time, in the case of undergraduate programmes);
  - minor amendments to existing programmes (e.g. addition or removal of optional modules);
  - new or significantly amended programmes which have received, or are in the process of receiving, Faculty and Senate approval. Additional information and advice on getting new or amended programmes approved can be found on the LeTS website (<http://www.sheffield.ac.uk/lets/design/programme>) or by getting in touch with your LeTS Faculty contact
- 2 ANY amendments which concern another department's provision should only be made after consultation with that department.
- 3 Formal faculty approval for discontinuing a programme should be sought by submitting a completed form DISC (download from LeTS website as above) to your faculty contact in LeTS. Once approval has been granted all the appropriate departments (e.g. admissions, registration) will be informed.
- 4 Draft regulations should be included with any proposal for a new or significant amendment of a programme. If you require advice on the drafting of please get in touch with your LeTS Faculty contact.

### **How amendments should be made**

- 1 The attached checklist (APPENDIX A) may be helpful in determining what amendments should be made.
- 2 Programme regulations should be drafted in accordance with the University's standard drafting conventions (downloadable from <http://www.shef.ac.uk/calendar/regs.html>).
- 3 This session's Calendar (<http://www.shef.ac.uk/calendar/regs.html>) should also be consulted for practical examples of how to draft regulations as most scenarios have already been covered somewhere in the Calendar. If you are in any doubt, please seek advice from your LeTS contact.
- 4 The deadline for the receipt of regulations information is as follows:
  - **20 January 2012** – amended / updated word filesThese should be sent as email attachments to Lynn Beevers in LeTS ([regs@shef.ac.uk](mailto:regs@shef.ac.uk)).
- 5 It is recognised that there may be a small number of truly unavoidable instances where late amendments will need to be made to programme regulations (e.g. due to staff changes). A notice concerning late legitimate amendments will be issued by LeTS later in the session.

**PROGRAMME REGULATIONS CHECKLIST**

Things to check for include:

- a) The total number of credits at a level of study in a modular undergraduate programme must equal 120.
- b) The total number of credits for a postgraduate Masters programme must equal 180.
- c) The credit value of the dissertation for a taught Master's programme must not be more than 90 credits.
- d) The unit titles, codes and credit values listed should be consistent within and between programme regulations and with the data contained on the Unit Maintenance System (UMS).
- e) Unit titles should not exceed 40 characters in length.
- f) Correct Calendar punctuation must be used (e.g., avoid unnecessary colons, italicise as appropriate, use full stops at the end of a sentence, but no full stops at the end of a list of units).
- g) Programmes of study must be consistent with the provisions of the General Regulations for First Degrees and the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates.
- h) Core units are those which a candidate **must** take, and must **only** be listed as core if they are going to be available in that session.
- i) Units which have been "end-dated" and which will not be offered after this session must **not** be included, regardless of whether they are core, approved or unrestricted. (Where students are repeating a previous year's study and are likely to take units which are no longer offered, appropriate arrangements will need to be made.)
- j) Where an approved or unrestricted unit (but not a core unit) is unavailable in a particular session (perhaps due to a member of staff taking study leave), but still forms part of the programme study, it should remain in the regulations. However, it will not appear in the on-line Directory of Modules in that session.
- k) Where a particular programme of study is delivered in more than one mode (e.g. full-time, part-time, distance learning), the different programme codes which apply in respect of each mode must be included in the title of the regulations for reference purposes.
- l) Non-modular programmes of study are subject only to the General University Regulations and not to the General Regulations relating to First Degrees or Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates. For this reason, any admissions requirements, periods of study, time-limits and methods of assessment etc must be stated in each case. Also, all elements of the programme must carry an appropriate code, even though they do not have a credit value, as this information is essential for registration purposes.
- m) Any full-time Master's programme which extends over more than one session should be treated as non-modular for the purposes of this exercise (see above).
- n) Dual honours programmes are the responsibility of the Department which bears the programme code for that particular programme of study. That Department should co-ordinate amendments from both departments; ensure that the programme as a whole is coherent and that any changes have the agreement of both Departments.
- o) Departments are asked to bear in mind the requirements of the University's Guidance to Departments on Implementing the Quality Assurance Agency Framework for qualifications of higher education qualifications in England, Wales and Northern Ireland (downloadable from <http://www.shef.ac.uk/lets/design/refdocs>) which include the need to ensure that a sufficient proportion of the final year of study is at the level of the Framework to which the programme is assigned, and the need to consider coding separately units taken at more than one level (where this is not already done as a matter of routine). Please note that these requirements are incorporated into the General Regulations. It is therefore important that departments ensure that their programme regulations are consistent with the requirements.

To differentiate between other columns of numbers in the regulations the framework levels have been entered as “F4”, “F5” etc.

<b>Level description</b>	<b>FHEQ Level</b>
Doctorates	8
Masters Degrees, including undergraduate Masters Degrees, Postgraduate Diplomas and Postgraduate Certificates	7
Bachelors Degrees (with honours), Graduate Certificates, Graduate Diplomas	6
Foundation Degrees, Bachelors Degrees (without honours), Diplomas of Higher Education, Advanced Diplomas	5
Certificates in Higher Education (offered by the Board of Collaborative Studies)	4

- p) In the case of four-year integrated Master's programmes, the fourth year should be shown as 'Level 4'. Level 4 should preferably carry 120 credits of F7 units but certainly no fewer than 90 credits as this is the **minimum** number of credits required to achieve an F7 qualification.
- q) In programmes of study which include a year abroad, Departments are asked to ensure that all elements of the year abroad are treated as individual units with unit codes and credit values specified in the regulations (please see the FHEQ guidance for details).

## ANNUAL REVIEW OF PROGRAMME SPECIFICATIONS NOTES OF GUIDANCE

**Please liaise with your LeTS Faculty contact if you need any assistance with the following.**

### **What you need to amend**

When updating specifications you are asked to note the following:

1. Consider whether the specifications appropriately reflect your subject benchmark statement. The Statements can be found at: <http://www.qaa.ac.uk/AssuringStandardsAndQuality/subject-guidance/Pages/Subject-benchmark-statements.aspx>
2. In order to ensure a consistent approach across the University, some post-approval editorial work has been undertaken by the LeTS, for example in relation to terminology and the citing of reference points.
3. There is a single web-based repository for programme specifications. This is essential to maintain consistency and version control. Departments are therefore asked to remove any programme specifications published on departmental websites and to replace them with a link to the URL <http://www.shef.ac.uk/calendar/progspec/deptlist.html>

Departments wishing to reproduce programme specifications in printed student handbooks should ensure that the final, up-to-date web versions are used. These can be downloaded from the above URL.

### **How amendments should be made**

You may find the attached checklist (APPENDIX B) helpful in determining what amendments should be made.

1. More detailed guidance on the development of programme specifications can be found at the following URL: (<http://www.shef.ac.uk/lets/design/programme/progspecs.html>).
2. You are asked to ensure that hyperlinks given in programme specification documents are accurate and up to date.
3. LeTS colleagues will ensure that programme specifications are properly formatted prior to publication, there is no need to attempt to adjust page breaks or to resolve problems with text boxes.
4. The deadline for the submission of amended programme specifications is 30<sup>th</sup> March 2012.
5. Amended word files should be sent as email attachments to Claire Allison in LeTS ([progspecs@shef.ac.uk](mailto:progspecs@shef.ac.uk)). In cases where **no amendments** are required, **please notify Claire** of this by email, to avoid unnecessary chasing up after the deadline.

## PROGRAMME SPECIFICATION CHECKLIST

This checklist is a brief summary of the main requirements for programme specifications, based on the University's Guidance for Production of a programme specification (<http://www.shef.ac.uk/lets/design/programme/progspecs.html>). It also draws on the experience gained during the initial approval process for programme specifications, and annual reviews which have taken place.

### General

- Style and language should be suitable for an **informed student/external audience**.
- Care should be taken when using terminology or abbreviations likely to be unfamiliar to the intended audience. Potentially unfamiliar abbreviations should be qualified in the first instance of use (e.g. Quality Assurance Agency for QAA).
- Use accepted University terminology where appropriate, e.g. "programme" or "programme of study" rather than "course"; "module" rather than "course" or "unit".
- Ensure that information in the programme specification is consistent with that provided elsewhere, especially in programme regulations. Where links take the reader to other web-based information, for example in departmental web pages, check that this is accurate and up to date.
- Check that text is in Arial 10.

*Note: References in this checklist to numbered sections of the programme specification template are to the standard template rather than the template for dual degrees, which differs slightly in some respects.*

### Sections 1-14

These sections of the programme specification contain general summary information which in most cases is unlikely to require amendment.

Please ensure that relevant sections (1-6) include reference to ALL programmes covered by the programme specification.

1	Title	Should state programme title only, and should correspond to that given in the programme regulations, e.g. Archaeological Science. Amendments to programme titles require Faculty and Senate approval (see para.2.2 of the Notes of Guidance).
2	Programme code	These should correspond to the codes listed in the programme regulations.
3	JACS code	For ug programmes for which applications are made through UCAS. In other cases should state "Not applicable".
4	Level of study	Undergraduate, Postgraduate or (uncommonly) Graduate
5a	Final qualification	Should state full title and abbreviation in parenthesis, e.g. Bachelor of Arts with Honours (BA Hons).
5b	FHEQ level	FHEQ level. Honours for Bachelors degrees; Masters for integrated or pgt Masters.

6a*	Intermediate qualification	Should include any available fall-back awards for which provision is made in the programme regulations (e.g. Postgraduate Diploma and Postgraduate Certificate if 5a states MA or MSc) or exit awards (e.g. BEng if 5a states MEng). Inclusion of a new intermediate qualification requires Faculty and Senate approval (see para.2.2 of the Notes of Guidance).
6b*	FHEQ level	Only applicable where an intermediate qualification has been listed (e.g. should state Masters where 6a states Postgraduate Diploma and Postgraduate Certificate; Honours where 6a states BEng).
7	Teaching institution	"Not applicable" - unless a collaborative programme.
8	Faculty	Faculty of "owning" department.
9	Department	"Owning" department (or co-ordinating department in the case of dual degrees).
10	Other department(s)	List other departments which make a significant contribution through the provision of core or approved modules. For 'integrated' specifications for dual degrees and those covering major-minor combinations, this list should include partner departments. For specifications covering a single department's dual provision, this list should exclude partner departments.
11	Mode(s) of attendance	Full time and/or part-time (and by Distance Learning if applicable)
12	Duration	Bachelor's degrees – usually 3 years full time. Integrated Masters - 4 years. Postgraduate Master's – usually 1 year full-time, 2 years part time.
13	Accrediting PSB	The exact title of the professional or statutory body from which accreditation has been gained should be stated. In due course this information will be included in student transcripts. "Not applicable" for non-accredited programmes.
14	Date of production/ revision	Month and year is sufficient.
* Note: Sections 6a and 6b did not form part of the original programme specification template and may therefore be missing from specifications produced at an early stage in the approval process. In such cases they should be added where relevant.		

## Sections 15-23

These sections provide the substantive information about programme content, aims and outcomes, delivery and assessment.

15	Background	The information provided should form a brief overview, avoiding unnecessary repetition of information included elsewhere in the specification. Check that the description is appropriate – grammatically correct; interesting; mentions department's research rating if this is good; selling points, graduate opportunities. Can include a link to the department's web site.
16	Programme aims	In addition to departmental/programme specific aims, a reference to the University's Mission Statement is usually expected here. Amendments to programme aims require Faculty and Senate approval (see para. 2.2 of the Notes of Guidance).
17	Programme learning outcomes (LOs)	The differentiation of learning outcomes is normally expected in cases where a specification covers more than one programme or more than one award (e.g. a pgt Master's programme with a Postgraduate Diploma as an intermediate award).

		Note, however, that it may not be possible to differentiate the LOs for a Postgraduate Certificate from those of a Postgraduate Diploma. In such cases, text such as the following should appear at the end of the section: "Certificate students will have developed the learning outcomes associated with the acquisition of any 60 credits of those available." Amendments to programme learning outcomes require Faculty and Senate approval (see para. 2.2 of the Notes of Guidance).
18	Teaching, learning and assessment (box 1)	A brief description of the teaching and learning methods should be given. These methods should be related back to the LOs of S17, either in the text or in the form of a matrix. All LOs should be covered.
18	Teaching, learning and assessment (box 2)	A brief description of the assessment methods should be given. These methods should be related back to the LOs of S17, either in the text or in the form of a matrix. All LOs should be covered. Exceptions to this are where a statement is made (either here or in S17) to the effect that particular LOs are developed but not assessed. A break down of the % of assessment by each method may also be given, preferably in tabular form.
19	Reference points	Should include reference to QAA subject benchmark statement (where appropriate), to the relevant level descriptor in the FHEQ, accrediting body requirements (where appropriate), University Mission Statement, University Learning, Teaching and Assessment Strategy, Departmental Learning, Teaching and Assessment Strategy.
20	Programme structure and regulations	This section is intended to provide a broad overview of the programme structure, rather than a detailed description of the programme regulations. The regulations should not be pasted here. When published on the web, a link to the relevant programme regulations will be inserted by the LeTS. Instead, this section should articulate key features of the programme, especially those not necessarily apparent in the regulations, e.g. <ul style="list-style-type: none"> <li>• the balance between core and approved modules at each level and opportunities for choice;</li> <li>• programme specific progression requirements;</li> <li>• transfer opportunities;</li> <li>• elements relating to PSB requirements;</li> <li>• level weightings for the programme;</li> <li>• explanation of the provision for intermediate awards, where appropriate;</li> <li>• particularly attractive or distinctive features of the curriculum</li> </ul> Check that any amendments to the programme regulations are reflected in this section where necessary.
21	Student development	This should detail the student's academic development during the programme, i.e. the way skills and knowledge build within each level, and then across levels. At undergraduate level, for example, this might include the promotion of independent learning through decreasing reliance on academic support and through directed reading, or the development of problem-solving skills through the presentation of increasingly complex problems.
22	Admission criteria	For ug programmes a link will take readers to the admissions web pages. Supplementary information can, however, be provided by departments. For pgt programmes, either insert a URL taking readers to the relevant departmental web page, or include admission criteria in this section. Departments with a large proportion of international students should include a link to the University's general English language requirement <a href="http://www.shef.ac.uk/postgraduate/info/englang.html">http://www.shef.ac.uk/postgraduate/info/englang.html</a> or their Department's English language requirements.

23	Additional information	This section provides an opportunity to highlight important information not covered elsewhere, e.g. any costs additional to the standard tuition fee (e.g. for fieldwork). A URL to the department's web site should also be included.
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**SCHEDULE FOR THE ANNUAL REVIEW OF  
PROGRAMME REGULATIONS AND PROGRAMME SPECIFICATIONS**

November	LeTS issues call to departments for amendments to Programme Regulations and Programme Specifications
November - January	Programme Regulations reviewed by departments Amendments to Programme Regulations made by departments and Word files returned to LeTS by <b>20 January 2012</b> Reviewing of Programme Regulations by LeTS and resolution of queries with departments
January - February	Programme Specifications reviewed by departments
February - March	Amendments to Regulations finalised by LeTS and then reviewed and approved by Faculties Amendments to Specifications made by departments and Word files returned to LeTS by <b>30th March 2012.</b>
February - April	Processing of Regulations by CICS so that student on-line registration can commence
March - April	Formatting and web publication of revised Programme Regulations by LeTS
May-June	Formatting and web publication of revised Programme Specifications by LeTS