**Summary of procedures for making changes to programme and module titles**

**New programmes**

* Title approved in principle by PCAG via PV1 form
* Title confirmed through ASC validation process
* ASC may approve a different programme title as a result of the validation process
* ASC may approve different module titles as a result of the validation process
* Proposed change in programme title *between* PCAG approval and ASC validation requires PCAG approval only if new title is to be used for advertisement purposes before validation is confirmed. A change of title at this stage should be requested by the submission of a revised PV1 form to PCAG, indicating clearly the original title and the proposed new title. Notification of the change of title will be issued to relevant departments in accordance with the standard procedure for confirming PCAG decisions regarding PV1 forms.
* Changes to programme titles as a result of the validation process (i.e. during ASC processes) will be notified by the Academic Office to relevant departments using the attached proforma.

**Existing programmes**

* Change in title approved in principle by PCAG via PV1a form
* Following PCAG approval, PV1a form presented to the Academic Office which either recommends to ASC approval of the proposal without further action or determines the validation process and documentary requirements to be followed
* ASC may approve a different title as a result of the validation process
* Proposed change in title *between* PCAG approval and ASC validation requires PCAG approval only if new title is to be used for advertisement purposes before validation is confirmed. A change of title at this stage should be requested by the submission of a revised PV1a form to PCAG, indicating clearly the original title and the proposed new title. Notification of the change of title will be issued to relevant departments in accordance with the standard procedure for confirming PCAG decisions regarding PV1a forms.
* Where change in title is to be proposed and considered through the revalidation process, PCAG approval is not required *unless* the proposed change is to be used for advertisement purposes prior to completion of the revalidation; in all other cases, only ASC approval (through the revalidation process) is required
* Changes to programme titles as a result of the revalidation process (i.e. during ASC processes) will be notified by the Academic Office to relevant departments using the attached proforma.

**New modules within existing programmes**

* May be approved by Institute Board and reported to ASC, in accordance with the regulations outlined in AQH Chapter 4, sections 4.9.6-4.9.7.
* Changes to the title of modules may be approved by Institute Board and reported to ASC
* Module information is placed in the relevant module repository by the Academic Office
* Academic Office informs Registry that folder has been updated
* Details of the change are in available in the ASC documentation

***Pro fforma ar gyfer hysbysu newid i deitl Rhaglen Astudio***

**Pro forma for notification of change of Programme of Study title**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Rhaglen gyfredol neu newydd***  **Existing or new programme** | Cyfredol  Existing |  | Newydd  New |  |
| ***Teitl gwreiddiol y Rhaglen***  **Original Programme Title** |  | | | |
| ***Teitl newydd y Rhaglen***  **New Programme Title** |  | | | |
| ***Dyddiad y’i cymeradwywyd gan y Grŵp Cymeradwyo Rhaglenni a Chleientiaid (GCRhCh) (os yn angenrheidiol)***  **Date of Programme and Client Approval Group (PCAG) approval (if necessary)** |  | | | |
| ***Dyddiad y’i cymeradwywyd gan y Pwyllgor Safonau Academaidd (PSA)***  **Date of Academic Standards Committee (ASC) approval** |  | | | |
| ***Dyddiad y bydd y teitl newydd yn dod i rym***  **Date at which new title comes into effect** |  | | | |
| ***Dyddiad yr hysbysiad***  **Date of notification** |  | | | |
| ***Unrhyw wybodaeth arall berthnasol***  **A****ny other relevant information** |  | | | |

*Cwblheir y ffurflen gan y Swyddfa Academaidd ac anfonir at:*

Form to be completed by Academic Office and issued to:

*Deon, Deon Cynorthwyol a Swyddfa’r Athrofa* / Dean, Assistant Dean & Institute Office

*Cyfarwyddwr Academaidd* / Academic Director

*Rheolwr Rhaglen* / Programme Manager

*Marchnata* / Marketing

*Y Gofrestrfa* / Registry

*Swyddfa Partneriaethau Cydweithredol* / Collaborative Partnerships Office (where appropriate)