

## CHANGES TO EXISTING PROGRAMMES

### 1. UPDATING OF ACADEMIC PROGRAMMES

The basic core of academic learning is to keep in touch with the latest developments and ensure that a contemporary approach is applied when it comes to designing, teaching and assessing students undergoing training programmes with Athena Global Education (AGE). The endeavor will be to update on a regular basis curriculum (where applicable), content, literature, case studies, presentations and any other materials we utilize to conduct and deliver AGE programmes. It will be the endeavor of AGE to constantly, within a fixed frequency period update all the relevant academic material available to them for conduct of their respective programmes.

### 2. PROCESS FOR APPROVAL

1. **Proposal.** Where AGE wishes to make changes to existing programmes, they should submit proposed revised programme regulations (word processed copies of the original regulations are available with the Course Administrator of the Institute) to the relevant Course Leader and the Module Leader(s).

2. **Changes.** The responsibility for amending programme regulations is a shared one between the proposing Institute and the Awarding Body/ University which desires a change in the programme. There can also be a contingency when the programme is indigenously made by AGE and they desire a change in the existing programme.

3. **Approval.** All changes to programme regulations must be made by the relevant 'Academic Committee', comprising Academic Head of AGE Institute, Course Leader, Module Leader(s) and a Senior Faculty who is a specialist in the subject domain. Once the 'Academic Committee' has made the recommendations, the same have to be forwarded to the 'Academic Council' for final approval.

### **3. CONSULTATION FOR PROGRAMME CHANGES**

AGE is encouraged to consult with students on all changes, particularly those which will affect the current student body directly. In addition, Institutes should consult with any other institutions/ awarding bodies affected by programme changes (for instance, where programmes involve modules learning outcomes and/ or assessment criteria designed by an institution/ awarding body).

### **4. SIGNIFICANT & MINOR PROGRAMME CHANGES**

Changes to approved programmes of study may be made at any time, provided it enhances the whole learning experience. AGE will adapt approved programmes in response to the outcomes of monitoring and evaluation and in accordance with their commitment to continuous improvement. AGE recognizes essentially two types of change: minor changes and major changes.

#### **4.1 Minor Changes to Programmes**

Minor changes to programmes of study are those which do not change either singly or incrementally the basis on which the validation of the programme was made. They will usually not involve any significant change to the programme specification.

Some examples of minor changes are:

- A. change of module title.
- B. replacement of a module in a pathway with another University/ Awarding Body approved module where this does not change the overall learning outcomes for the pathway.
- C. minor changes to teaching or delivery methods.

#### **4.2 Major Changes to Programmes**

Major changes to programmes of study are those which change the basic nature of the programme or student experience such as significant changes to learning outcomes, regulations or assessment. Major changes will usually involve a revision to the programme specification. Some examples of major changes are:

- A. introduction of new modules or pathways within a programme changes of syllabus content which significantly affect learning outcomes so that it becomes a new module or pathway
- B. a change of programme title
- C. a change of pathway title
- D. a change to or addition of mode of study
- E. significant changes to assessment or other programme regulations
- F. adaptations to make the programme available to new student or client groups
- G. significant changes to work-based or work-related learning components
- H. new arrangements for collaborative provision
- I. a change of level of a module.
- J. Increase to the number of intakes in an academic year.

#### **4.3 Process for Approval of Changes to Programmes**

Where a partner institution is considering a major or minor change the University/ Awarding Body should be consulted. Where experience of running a programme, developments in the subject area or advice from External Examiners leads to minor changes, these must be approved in accordance with the agreed procedures of the partner institution, and in consultation with the University/ Awarding Body. AGE expects that programme teams will make full use of the ability to make minor changes in the interests of keeping programmes vibrant and up-to-date, and in response to the outcomes of quality monitoring. The institution must provide a brief account of

such changes and the approval process for these changes will be as specified in Process for Approval above. Major changes to a programme will require formal approval by the University/ Awarding Body. Proposals for changes should be submitted at least 6 months prior to the date on which the change is expected to come into effect. The form that the approval process takes will depend on the scale of the changes, but a rationale for the changes must always be provided. In most cases, consultation with external advisors will be desirable. Major changes are generally considered by correspondence.

The documentation required to support the change should be discussed within the Academic Committee desiring the change. The Academic Committee will send the proposal for changes to Academic Council and after their approval, can be sent to the concerned University/ Awarding Body for their final approval. Where the changes being proposed are of such a magnitude that the programme specification requires significant revision, a full programme revalidation will be required by the University/ Awarding Body. Changes affecting the assessment or progression of students must receive the explicit written consent of the approved External Examiners for the programme. All changes will be incorporated into definitive programme handbooks which must be sent to the University/ Awarding Body before the start of the academic session to which they will apply.

## **5. UPDATING PROCESS IMPLEMENTATION**

This updating process lays down how the changes required to be made will be updated and implemented for AGE indigenous programmes, as well as those minor programme changes whose approval has been taken by the University/Awarding Body.

### **5.1 Curriculum**

- Where AGE is conducting its own indigenous programmes, the curriculum will be reviewed and revised within a period of one year. These are the programmes which have been devised exclusively by AGE and which should be reviewed on an annual basis.

- Any changes that are sought to be made for any programme by AGE, will be done through the 'Academic Committee'. Once the Institute 'Academic Committee' recommends the same, final approval will be given by the 'Academic Council'. Once they ratify the curriculum changes, these will be endorsed within the programme curriculum.
- Once changes have been approved and implemented, the copy of the original regulations' document which specified all the learning outcomes and the curriculum will be modified and the same kept as a record by AGE Academic Head, as well as the Course Administrator.
- Accordingly, all relevant staff like Module Leaders, Faculties, as well as students will be advised of the changes made, and these will be implemented in the forthcoming programme modules being conducted at the Institute.
- When an Awarding Body/ University with whom we are partnered seeks to change the curriculum, or any other settings within the programme, the curriculum will be modified by the respective Institute 'Academic Committee', and the procedure followed will be the same in terms of getting it finally approved by the 'Academic Council'.

## **5.2 Content**

- After the curriculum is changed, there is an imperative need to change the associated content which has to be taught to students.
- Content of Units being conducted for any AGE programme will thus require an update, the same will be done by the respective 'Academic Committee' representatives.
- Within the curriculum laid down and changed by AGE, for an Awarding Body/ University, the content and presentations of the programme will accordingly be changed in line with the curriculum review done earlier.
- All such content thus will be reviewed yearly along with the curriculum changes made. The responsibility of review will be that of the Course Leader, but he/ she can delegate the task to the concerned faculty/ module leader conducting the unit.

- The content should be contemporary in nature by changing the relevant material to newer research models, incorporating content from latest edition management books, modern case studies, including giving references of latest journals/ articles, where majority of research referrals should be within the last five years.
- Final authority of approval of all such content will be 'Academic Committee'.
- It will be ensured that updated content is made ready at least 3 weeks before the start of a module, so that changes in presentations, assignment briefs or project work can be done smoothly subsequently.
- Accordingly, all relevant staff like Module Leaders, Faculties, as well as students will be advised of the content changes made, and these will be implemented in the forthcoming programme modules being conducted at the Institute.

### **5.3 Assignments/ Assessment Projects**

- All assignment briefs/ other assessment projects/ or any other evaluation techniques being employed by AGE pertaining to different units being covered in AGE programmes will be updated on a regular basis, once every six months, as after this time period the assignments/ projects will not be available for students' access on LMS, unless it is revalidated with necessary updating, if required.
- The process of assignment briefs availability to the students will always be through LMS, which will be uploaded by the respective Course Administrator before commencement of any module.
- To monitor that the updating is being done on a regular basis, all assignment briefs/ projects will be revalidated by the Module Leaders within the period of six months. This will be done by ensuring that the Course Administrators are not able to upload the assignment briefs/ projects on LMS, after an elapse of six months period if the assignment brief has not been reviewed by the Module Leader; this control will be inserted by the IT Team in LMS.

- Once review of the assignment briefs/ projects has been done and the same have been updated and Internally Verified by the Internal Verifier, final approval will be given by 'Academic Committee', and only then then the assignment briefs will be uploaded on LMS.
- During the review, case studies, or organizational context can be changed to more current ones available to keep the assignments to present day context scenarios.
- For smooth operational reasons, the Course Leader will be responsible for all such updating of assignment briefs/ projects, though he/ she can delegate the tasks to the respective faculties handling different units if the workload is high.
- All faculties should make a module/ unit kit for each module being handled by them, which should contain the curriculum, content, including presentations and the updated assignment briefs/ project work.
- Research journals/ articles references and modern case studies, including interesting business happenings, quizzes, etc. should all be included in the module/ unit kit, which should be reviewed every six months.
- The final approval for all assignment briefs updating, including the module kits will be given by 'Academic Committee'.

#### **5.4 Implementation of Changes to Existing Programmes**

- It is extremely important to guarantee that we update our academic learning resources on a constant basis. Technological, social, environmental, business and academic research changes are occurring rapidly and it is imperative that we keep pace with all these changes on a regular footing.
- It is crucial thus to ensure good implementation of all the academic changes we require to carry out by effective monitoring as laid down in this part of the quality control measures.

- For streamlined operational reasons, AGE 'Academic Committees' will overall be responsible and approve all academic content, literature and assignment briefs, to make them as contemporary as possible.
- The change in curriculum approval has to be taken from the 'Academic Council' before implementation.