

IMPLEMENTING THE POLICY ON PROGRAMME TITLES, LEARNING OUTCOMES AND COURSES

Implementation of the Policy on Programme Titles, Learning Outcomes and Courses

- This briefing paper sets out criteria for use by Schools and the Studies Committee in **implementing** the *Policy on Programme Titles, Learning Outcomes and Courses (Multi-Location/Multi-Mode Programmes)*.
- All multi-location/mode programmes across all Schools must comply with the University's policy.

Policy on Programme Titles, Learning Outcomes and Courses (Multi-Location, Multi-Mode Programmes)

In June 2012, a *Policy on Programme Titles, Learning Outcomes and Courses* was implemented. The policy, which applies to undergraduate and postgraduate taught programmes, sets out permitted and non-permissible variation between programmes offered in different locations and modes. The key points of the Policy are outlined in the Learning and Teaching Briefing Paper No. 2 *Policy on Programme Titles, Learning Outcomes and Courses (Multi-Location/Multi-Mode Programmes)*.

A specific set of criteria for use in **implementing** the policy has been developed for use by the Studies Committee.

Mandatory, Credit-Rated Courses

Across all versions, multi-location/multi-mode programmes must have **identical** mandatory, credit-rated courses.

The **identical** mandatory, credit-rated courses:

- must have **identical learning outcomes and core curriculum**
- may be varied in **course content** and **formative/summative assessment**

Note: a rationale for using different summative assessment weighting should be made to the Studies Committee

Optional Courses

Optional courses are permitted in multi-location/multi-mode programmes. Approval is restricted to the following:

- may offer **different options**, provided that stage and programme learning outcomes remain identical
- must comprise courses with identical learning outcomes and core curriculum. Content and form of assessment may be varied
- due to the restricted number of optional courses available, they are **effectively mandatory courses** for students enrolled on that version of the programme.

Exceptions to the Policy

The Studies Committee may consider proposed exceptions to this policy, whereby different mandatory courses are requested in multi-location, multi-mode programmes. Such a request must:

- ensure that the programme learning outcomes remain identical across all variants
- demonstrate convincingly that the proposed subject cannot be accommodated within an optional course
- be based on the recognised research expertise of academic staff at a non-Scottish Campus location
- make clear how any risk will be mitigated if the proposed course is dependent on the expertise of one staff member

Programme Titles

A programme offered in multiple locations or multiple modes must have an identical programme title and award title where the programme learning outcomes are the same. Different titles should not be used in cases where professional accreditation has not been extended to all locations/modes. Programme/award titles should not include any reference to location or mode of learning. New programmes cannot have the same name/same award title as an existing or former programme/award, unless there are exceptional and specific business and/or academic reasons. In such cases, proposals for the use of the same name/same award title must be approved by the University Studies Committee, with notification provided to the University Committee for Quality and Standards and the Programme Management Board.

References and Further Information

Contact: quality@hw.ac.uk Multi Code: <https://www.hw.ac.uk/services/academic-registry/quality/qa/heriot-watt-multicode.htm>;
Programme Titles, Learning Outcomes and Courses: Policy <https://www.hw.ac.uk/services/docs/multi-policy.pdf>; Briefing Paper
<https://www.hw.ac.uk/services/docs/2.Programme-Titles-Learning-Outcomes-and-Courses-B.pdf>; Briefing Paper – Local Contextualisation:
<https://www.hw.ac.uk/services/docs/24.Implementing-the-Policy-on-Courses-and-Learning.pdf>

Learning and Teaching Briefing Papers

This briefing paper has been produced by Academic Quality and is one of a series related to Learning and Teaching. The briefing papers aim to provide a concise, informative overview of key policies, and include links to relevant procedures and templates.