AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Guidelines for Programme Curriculum Modifications
Policy Number	UG- 008
Approved by	Academic Senate
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Contact	Office of the Registrar

1.0 PREFACE

1.1 From time to time, academic entities may need to make modifications to their programmes of study as part of continuous improvement or for other reasons. These modifications may take place at the programmatic, modular or course level (programmes may consist of modules/courses). In making modifications, academic entities, in particular the academic Entity Head, will be required to determine if the proposed change is minor or major in nature. The following guidelines, which are designed to ensure that proposed changes are in line with the strategic aims of the university and the proposing entities, and with considerations of quality assurance and improvement, will assist academic Entity Heads in deciding whether a modification is minor or major and also provide guidance on the process by which the proposed changes are reviewed and / or approved.

1.2 If unsure whether proposed change is minor or major, the head of the proposing entity should consult with the Office of the Registrar for confirmation.

2.0 DEFINITIONS

2.1 The following are operational definitions used in this policy.

2.1.1 Annual Updating

The annual updating of information, the purpose of which is to maintain the operational currency of a course or module and enhance the quality of student experience, is encouraged and does not constitute a Minor or Major Modification. The annual updating of courses would include the following:

2.1.1.1 Updating of module leader or course leader contacts, dates of the course, class venue/time, and other related information that changes annually.
2.1.1.2 Updating of teaching and learning resources such as publications, websites, journals, cases, bibliography, site visits, outside speakers etc.
2.1.1.3 Changes in the questions/detailed content used in course assessment but not methods.
2.1.1.4 Changes in the language of the task instructions.
2.1.1.5 Changes in teaching strategies that are more engaging of their students.

2.1.1.6   Annual updating, as part of periodic reviews, does not require approval beyond that in place within the entity.

2.1.2   Minor Modification

A Minor Modification involves a change to a module or course that does not substantially alter the module or course in a manner that affects the overall aims, objectives and philosophy of a programme. For instance, a Minor Modification may involve one or more of the following aspects not more than 30% change:

2.1.2.1   Changes to the title or description of a module or course.
2.1.2.2   Changes to the pedagogy to be more engaging of students.
2.1.2.3   Changes to assessment methods.
2.1.2.4   Addition or deletion of modules and/or courses in a manner that does not alter the overall aims, learning outcomes or academic requirements of a programme.

2.1.3   Major Modification

A Major Modification involves revision to a programme that substantially and fundamentally alters the overall aims, objectives, philosophy and academic requirements of a programme. For instance, a major modification may feature one or more of the following that exceed 30%- change:

2.1.3.1   Change of the title of the programme and/or the award to which it leads and/or the programme's overall aims and objectives.
2.1.3.2   Change to nature of the learning outcomes of the programme.
2.1.3.3   Change in the duration and/or mode(s) of delivery of programme (online; face to face; BDL), excluding minor changes such as enhanced use of digital instructional technology, a shift in the balance of lectures and seminars, etc.
2.1.3.4   Changes in programme's requirements, including student admission criteria or standards but excluding changes in course assignments, e.g., essay requirements, assigned readings, etc.
2.1.3.5   Change to weightings at module or course level for the assessment of students.
2.1.3.6   Substantial changes to the content and/or structure of modules or courses that fundamentally alters the programme.

2.2   For additional information that may further help define what constitutes a minor or major modification, please see the attached Appendix.

3.0   COURSE / MODULE / PROGRAMME MODIFICATION REVIEW PROCESS

3.1   Minor Modification

Minor modifications are reviewed as follows:

3.1.1   Faculty responsible at module or course level considers the need for and proposes a Minor Modification.
3.1.2   Proposal is reviewed and approved by the Unit Head of the academic entity to ensure its academic suitability as well as conformance to the definition of Minor

Modification.

3.1.3 Formal proposals for Minor Modifications must be signed by the proposing module or course leader and be accompanied by the appropriate supporting documentation. Requests should be submitted to the academic entity head for approval.

3.1.4 Formal written approval of a Minor Modification by the academic entity head and all proposed documentation should be kept on record within the academic entity for review as necessary.

3.1.5 For minor modifications, the academic entity should inform its students, faculty, and the Office of the Registrar in writing.

3.1.6 The Office of the Registrar would be responsible for maintaining a log of Minor Modifications and submitting them, as "information items only", to appropriate committees within the University.

3.2 Supporting Documentation

Documentation in support of proposals for Minor Modifications proposals must include the following, although the entity head may request additional information:

3.2.1 Purpose and justification for the modification.

3.2.2 Updated course/module specifications.

3.2.3 Updated programme specification and curriculum, where modules or courses have been added or deleted.

3.2.3.1 The University Registrar must approve the credit value assigned to new courses.

3.2.4 Evidence of student consultation, where applicable.

3.2.5 Evidence of consultation with appropriate faculty and staff.

3.2.6 Evidence that the proposed changes are financially viable and the necessary resources required are available. Conversely, where such proposed changes would have financial and other resource implications (e.g. hostel space, Library, IT, additional/new physical space and or personnel), the proposing entity should make recommendations as to how such additional/new resource requirements might be met.

3.2.7 Impact, if any, on other programmes, faculty, or resources.

3.2.8 Minutes from the relevant programme or course team meeting, curriculum committee meeting, the annual programme monitoring review meeting.

3.3 Major Modification

If changes meet the criteria for a Major Modification, the proposal must be submitted to the Registrar's Working Group and subsequently to Academic Senate for consideration.

3.3.1 The request should be accompanied by:

3.3.1.1 Supporting documentation as indicated Section 3.2 of these guidelines.

3.3.1.2 Evidence of the impact that the changes might have on the requirements of professional licensing and/or other regulatory bodies, where applicable as well recommendations as to how any impact might be mitigated.

3.3.2 For Major Modifications, once Academic Senate approves the modification, the Office of the Registrar would be responsible for dissemination of the information to students, faculty, other academic entities and for maintaining a log of the Major Modifications.

3.3.3 All modifications of courses, modules and programmes and adherence to this policy will be the subject of periodic reviews under the AKU Quality Assurance and Improvement Framework.

APPENDIX

Additional clarification of what constitutes a Minor or a Major Modification.

MODIFICATION	MINOR	MAJOR
Course Title	• For clarification	• Reflects a change in focus
Learning Outcomes	• Same learning outcomes with updated content	• Different learning outcomes
Programme Requirements	• For clarification	• Changes to prerequisites and co-requisites • Changes to student admission criteria or standards • Deletion of a course/module
Teaching Learning Strategies	• Pedagogies that are more engaging of students	• Whole changes to pedagogies where faculty training is required e.g. PBL; CBL. • Modifications where student orientation and support is required
Mode of delivery	• No cost or support service (e.g. hostel space, Library, IT, additional/new physical space, personnel, etc.) implications	• Has cost and support service (e.g. hostel space, Library, IT, additional/new physical space, personnel, etc.) implications e.g. • Move from F2F to BDL or online provision
Course Details	• Scheduling or frequency of offering	• Change in credit values, hours or length
Impact on others	• Does not affect other academic and service units	• Affects other academic and service units
Faculty	• Use of different but full time faculty of AKU and its partner institution with required qualifications	• Use of part time faculty outside AKU and its partner institution
Assessment	• Changes to assessment methods	• Change to the assessment weightings / scores at the module or course level

NOTES

1. Where there is one major modification in a proposal, this means that all changes in the proposal are considered to be major.

2. Once a programme of study or course of instruction has been approved by AKU's internal academic governance structures, changes that are subsequently required and / or imposed by regulatory bodies need not be sent through the University's internal approval processes again. However, such changes, with verifying documentation, must be immediately submitted to the Office of the Provost and the University Registrar so that they may be officially recorded and the relevant AKU internal committee(s) duly notified.