School of Humanities
Procedures to create, amend or withdraw UG and PGT courses and programmes (2016-17)

Overview

- **New programmes and programme amendments and withdrawals** are now approved by College Board of Studies. Programme specs must be approved in PIP by 31 July for upload to MyGlasgow for enrolment in August.

- **New courses and course amendments, withdrawals and corrections** are now approved at School level. These must be processed in PIP by 31 July for upload to MyGlasgow for enrolment in August. Amendments can be approved in semester 1 for courses running in semester 2.

- The School of Humanities will hold three Boards of Studies, in week 10/11 of each semester and by email in early July. The July board is for new staff and late curriculum changes: ordinarily course specs should be submitted to the December or March Boards.

- The **School Board of Studies** will handle both UG and PGT courses, in separate sections. Each section will be chaired by the relevant Convenor, with the TSSA as clerk. Each section will include a cognate Convenor, the College Board of Studies administrator, the School QA officer and the Humanities SRC rep.

- The School Board is monitored by the College Board of Studies. After each School Board, a minute will be provided to College by the TSSA. The College will review a sample of specs from each session.

- **Consultation**: new and amended courses and programmes require consultation with subjects, students and external examiners. Withdrawals of courses and programmes require consultation with the subject, including provision for students needing to complete degrees. New pre-Honours courses require consultation with the Advising office on timetabling. Subject consultation should include consideration of administrative as well as academic implications. CTT should be consulted on room availability for large classes or classes requiring special equipment. Corrections do not require consultation. The Senate office recommends broad student consultation via email. Where dialogue is needed, Staff Student Liaison Committees can be used.

- **Subject L&T/PGT Convenors** should oversee course specs at subject level to ensure academic consistency and rigour and ensure appropriate consultation has been completed. **Subject administrators** are responsible for uploading complete and accurate documentation according to College guidelines.

- The course specification document has been amended for 2016-17 with a reordering of the elements. College guidelines on completing the course spec will be updated.

- The L&T and Grad Studies convenors will issue calls for specs at the start of each semester with a reminder of due dates.

- **Corrections** can be processed for School approval by the School L&T/Grad Studies Convenors at any time. Consultations are not needed for corrections. Any change to aims, ILOs, teaching methods or assessment is considered an amendment.

- Suspensions are no longer accepted in PIP. If a course will not be taught for a session or two due to staff leave or other reasons, it should not be scheduled in MyGlasgow for the session concerned. The course specification document should be checked to ensure that the timetable section includes this text: ‘This course may not run every year’.

- Because PIP feeds the online course catalogue, courses no longer taught due to curriculum changes or staff departures should be withdrawn from PIP. Courses can be reinstated in future.