**Curriculum Modification Form**

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| **Document Control Box** | |
| **Document title** (include version number if amended within same year as approved) | Curriculum Modification Form |
| **Reference Number** | 057/21 |
| **Approval category (Please indicate)** | |
| Governance/Governor | X |
| MPRIG Executive/Other Committee (insert name) |  |
| Senior Staff (insert name) |  |
| **Date document approved** | 18/11/21 |
| **Supersedes** (insert previous title and/or version date) | Feb 2020 |
| **Date document last reviewed and/or updated** | Feb 2020 |
| **Date next due for review** | August 2024 |
| **Related statutes or regulations** |  |
| **Related policies/procedures/guidance/forms** | Curriculum Modification Policy |
| **Staff member responsible for update** | Academic Director |

**Amendment History**

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| **Version** | **Revision Summary** | **Date Approved** | **Author** |
| 057/21 | Addition of SMT Approval in Section 5; Module changed to Unit | 18/11/21 | Gov Group |
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Curriculum Modification Form

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| To be submitted to the Programme Approval, Revalidation and Review Committee for consideration along with a tracked change version of the affected unit/programme specification(s) and any other required evidence. | | | | | | | |
| **Form completed by:** |  | | | **Date completed:** | |  | |
| **SECTION 1** | **Curriculum to be modified** | | | | | | |
| Unit code(s) |  | | Unit title(s) |  | | | |
| Credit Value |  | | Level |  | | | |
| Programme code |  | | Programme  name |  | | | |
| Credit Value |  | | Level |  | | | |
| **Date effective from** |  | | **Will this affect**  **current students?** |  | | | |
| **Other curricula affected by the change** (indicate other programmes/campus that utilise the curriculum)**:** | | | | | | | |
| **SECTION 2** | **Details of the modification/s** | | | | | | |
| **Overview of the modification(s):** Please tick all that apply | | | | | | | |
| Programme/unit title ☐ | | Addition of unit(s) ☐ | | | Level of study | | ☐ |
| Programme Outcomes ☐ | | Removal of unit(s) ☐ | | | Credit value | | ☐ |
| Award ☐ | | Mode of Delivery ☐ | | | Assessment methods | | ☐ |
| Programme regulations ☐ | | Location ☐ | | | Assessment volume | | ☐ |
| Change in status of units ☐  *(core, optional, pre-requisite)* | | Unit Outcomes ☐ | | | Assessment weightings | | ☐ |
| Other / Further information (please describe below) | | | | | ☐ |
| In this section, please detail the change that you are proposing eg ‘removing module X from level 5 of X programme’ | | | | | | | |

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| **Specification(s) submitted highlighting the change(s) or a new specification for an additional unit**  \*Track-changed unit/programme specification documents must be submitted with this form\* | **Y / N** |
| **Rationale for why the change is taking place:** | |
| **What is changing, and why?** | |

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| **SECTION 3a** | **Introduction of new unit** | | | |
| **Effective from** |  | | | |
| **Unit code(s)** | **Unit title(s)** | **Level & credit value** | | **Department/Programme** |
| **Further rows can be added below as**  **needed** |  |  | |  |
| **Will other programmes use this unit? If so,**  **which ones?** |  | | | |
| **Where will the unit be delivered?** |  | | | |
| **Mode of delivery** |  | | | |
| **Duration of unit** |  | | | |
| **Will it involve working with a partner or PSRB?**  **Please specify** |  | | | |
| **Summarise the unit aims and learning**  **outcomes** |  | | | |
| **Summarise the teaching, learning and assessment**  **methods** |  | | | |
| **Are there any resource implications? (e.g.**  **staffing, space, IT, equipment, library)** |  | | | |
| **External Advisor**  **Feedback** | **Name:** | | **Date:** | |
| **Please attach feedback to the form and summarise main**  **points here** |  | | | |
| **SECTION 3b** | **Unit withdrawal** | | | |
| **Unit code(s)** | **Unit title(s)** | **Level & Credit value** | | **Programme(s) attached to** |
| **Further rows can be added below as needed** |  | | | |

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| **SECTION 4** | **Supporting Documentation** | | | | | | | |
|  |  | | | |  | |  | |
| **Evidence of consultation with others impacted by the amendments**  Other departments/Partner institutions | | |  | | **Date** | |  | |
| **External Examiner Consultation for**  **Major Amendments** | | |  | | **Date** | |  | |
| **Evidence of consultation with students**  (see guidance notes below) | | |  | | **Date** | |  | |
| **How have you considered the CMA guidance and your responsibilities?**  (see guidance notes below) | | |  | |  | |  | |
| **Accreditor/PSRB Agreement if relevant** | | |  | | **Date** | |  | |
| **Have you considered the availability of learning resources for students**  **requiring reassessment?** | | |  | | | | | |
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| **SECTION 5** | **Approval** | | | | | | | |
| **For Minor Modifications & First Stage of Major Modifications** | | | | | | | | |
| **Chair of SMT** (for resource and management implications)  (name/signature) | | | | Date: | | | | |
| **Chair of Programme Approval Revalidation and Review Committee (PARRC)**  (name/signature) | | | | Date: | | | | |
| **OUTCOME** | | | | | | | | |
| **Approved** | |  | | | | | | |
| **Approved** (subject to further  action)\*\* | |  | | | | | | |
| **Rejected** | |  | | | | | | |
| **Revalidation or New Programme Approval recommended (please**  **specify)** | |  | | | | | | |
| **Comments** | |  | | | | | | |
| **\*\*Final sign off by Chair of PARRC** | |  | | Date: | | | | |
| **For Major Modifications** | | | | | | | | |
| **Chair of Academic Board**  (name/signature) | | | | Date: | | | | |
| **OUTCOME** | | | | | | | | |
| **Approved** | |  | | | | | | |
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| **Approved (subject to further**  **action)\*\*** | |  | | | | | |
| **Rejected** | |  | | | | | |
| **Revalidation or New Programme**  **Approval approved (please specify)** | |  | | | | | |
| **Comments** | |  | | | | | |
| **Sign off by Chair of Validation Panel (if relevant)** | |  | | | | Date: | |
| **\*\*Final sign off by Chair of**  **Academic Board** | |  | | | | | |
| **Programme Director to notify:** | | * Programme Administrators * Relevant Academic Staff * Chief Operating Officer (for resource/HR) * Senior Registrar (timetabling & Definitive Programme Record) * Head of Services (to update website; Moodle; shared drives) * Director of Admissions; to notify applicants (when major change has been approved or material information affected) and ;Future cohorts of students (where consultation has happened or they are affected by change to what was previously advertised) * Current students (if applicable) * Any collaborative partners | | | | | |

# Notes on completing the form

The form may be completed for one or more changes to the curriculum. For example, if you have several units to which the same modification is being made, these can be made on one form. If you have changes to a programme which as a consequence involve changing some of the modules which constitute that programme, these can also be made on one form.

**SECTIONS 1 to 4** should be completed by the proposer of the modification(s). Please refer to the Curriculum Modification Policy for definitions and process.

**Section 2** relates to the changes being made to the curriculum. It is important when explaining the changes that you are explicit about what the provision is now, and how it is going to change. For example ensure that you clearly state both the old title and new title of a unit if it is changing.

It is essential that proposed changes are articulated using the current unit/programme specification document. This document must be provided alongside the form, with ‘track changes’ enabled to demonstrate the edits to the document.

Include a list of all other programmes and/or units which may be affected by the change(s) you are making.

**Section 3** needs to specify if a unit is being removed from one or more programme(s), but remains available for other programmes, or if it requires full removal from all College programmes.

**Section 4** should identify what consultation has taken place. Please indicate who has been consulted, when, and summarise their comments if appropriate. Written or emailed evidence can be attached to the completed form, where appropriate.

# Major changes may require consultation with the external examiner(s) prior to the change going to the Academic Board.

If changes will affect students already enrolled or pre-enrolled upon the programme/unit(s), their views must be sought and applicants should be updated of changes made before they commence

their studies. If future queries arose relating to your modification, you would need to provide evidence of student consultation/consent.

For re-sits without attendance, please confirm you have taken steps to ensure that learning materials will be available to re-sit students following the modification.

The College is subject to consumer rights legislation in relation to the accuracy of information we provide to applicants and students about their programme, including information about programme content and structure. Please refer to the Competition and Markets Authority guidance to HE providers on consumer rights legislation (March 2015) for more information if necessary, at: [https://www.gov.uk/government/collections/higher-education-consumer-law-advice-for-providers-](https://www.gov.uk/government/collections/higher-education-consumer-law-advice-for-providers-and-students) [and-students](https://www.gov.uk/government/collections/higher-education-consumer-law-advice-for-providers-and-students)

**Section 5** should be completed by the Chair of the SMT, PARRC and Academic Board.