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**Course Modification Proposal Form**

This form should be completed for all types of course modification.\* Incomplete, partially complete or unauthorised forms will be returned unprocessed and the proposed curriculum updates will not be made.

All modifications must be discussed and approved in the first instance by the Board of Study. Changes can only be made to future runs of courses/modules. This process cannot be used for a retrospective change. If the course is franchised the proposed change must be discussed with the partner(s) first to ensure it is suitable.

**Initially only Section A should be completed. This must be accompanied by a Course Modifications Log, which should be completed for each course.** The documentation will be considered by a Faculty Course Modifications Panel (sub-Panel of Faculty Quality Committee). The Panel will determine the type of modification required and will advise on next steps.

All modification requests should be submitted in a timely manner and to enable approval to take place by the Faculty Quality Committee at least 6-months prior to the commencement of the stage/level to which the modification applies (unless there are exceptional circumstances).

\* For modifications to the Semester or Trimester that a module is delivered in please use the *Change of Semester/Trimester Module Delivery Request Form* on the QSO website.

The [Change Policy](https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/course-modification.aspx) sets out details what constitutes a material or non-material change.

# Section A – Proposal

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| **Course Information** | | | | | | | | |
| A1 | Date of proposal | | |  | | | | |
| A2 | Course title | | |  | | | | |
| A3 | Course code | | |  | | | | |
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| A4 | Other courses that will be affected by the change | | | | | | | |
| * *Include all courses that have this module listed as a core or option* * *Include course code* * *Include franchised provision* | | | | | * *Indicate whether single/combined* * *If you are unsure contact* [*studentsystems.ql@canterbury.ac.uk*](mailto:studentsystems.ql@canterbury.ac.uk) | | | |
| * ***Combined Honours****: if this change affects the core combinations for the other subjects please tick here, update the core combinations grid and submit it with this form* | | | | | | | | |
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| **Implementation** | | | | | | | | |
| A5 | Date from which the modification is to take effect  *E.g. September 2022* | | |  | | | | |
| A6 | Cohort to which the modification will first apply  *E.g. Students commencing Level 5 in September 2022* | | |  | | | | |
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| **Module Information** | | | | | | | | |
| A7 | | Module(s) for which this modification is requested  *For related changes to multiple modules please insert further rows to the table below* | | | | | | |
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| Module title | | | Module code (*include all partner franchise codes if different)* | | | Credit rating | Level | Core or option |
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| **Description and Rationale** | |
| A8 | Description and rationale for the proposed modification |
| * *If change involves a new module or change to module credits, level, core/option status complete box A9* * *Where a module is being added or removed you must also complete the* [*Module External Examiner Amendment Form*](https://www.canterbury.ac.uk/quality-and-standards-office/external-examiners/information-for-staff.aspx) *as this will affect the External Examiner’s contract (this is a separate process).* * *If change involves revision to the module title complete box A10* * *If change involves a revision to assessment complete box A11* | |
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| A9 | Identification of new module or change to existing module   * *Only complete if change involves a new module or change to module credits, level, core/option* | | | | |
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| Module title for new/revised module | | Module code  (*include all partner franchise codes if different)* | Credit rating | Level | Core or option |
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| A10 | Identification of a revised module title |
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| A11 | Identification of change to module assessment(s)  *Where the submission of the proposed piece of work in an improved form for reassessment purposes is not possible, students will be permitted to be reassessed by a different form than undertaken for the original assessment. Where this is the case please include the alternative form of reassessment.* | | | | | | | |
| Current | | | | | New | | | |
| Mode of Assessment  (incl. word count / duration) | | Weighting | Activity Type | Activity Descriptor (optional) | Mode of Assessment (incl. word count / duration) | Weighting | Activity Type | Activity Descriptor (optional) |
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| **Impact Assessment** | | |
| A12 | What will the effect of the change be on the overall course  *Please specify for both single and combined honours where relevant* |  |
| A13 | How will the modification impact on delivery of the course aims and/or level learning outcomes |  |
| A14 | Where the course is franchised, how were partner(s) consulted to agree the modification is suitable? |  |

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| **Student Consultation** | | |
| A15 | How will students be consulted on the proposed modification |  |
| *Include the communication strategy post-approval of the modification* | |

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| **Resources** | | |
| A16 | What are the resource implications of this change |  |
| *For example, administration, IT, equipment, learning resources, link tutoring, rooming, staffing, teaching hours, travel* | |

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| A17 | I confirm that these resource implications have been discussed with all relevant parties including the Head of School, and that they can be met within the existing School Budget **OR** |  |
| These resources cannot be met within the existing School budget and a detailed course planning form will be submitted for consideration by the Faculty Course Planning Executive (or equivalent). |  |

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| A18 | Modified module documentation | |
|  | | A word version of the new/revised module outline(s) is attached |

# Approval of Section A

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| A19 | Approval for Section A to be considered by Faculty Course Modifications Panel   * *Electronic signature acceptable* * *By signing this form the Head of School confirms their approval of the rationale for the proposed modification and that any resource and organisational implications can be met, or will be requested through the Faculty Course Planning Executive (FPPE)* | | | |
| Course Director | |  | Date |  |
| Head of School | |  | Date |  |

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| Date Approved by Board of Study |  |

# For completion by the Chair of the Faculty Course Modifications Panel

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| A20 | Category of modification |

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|  | Major modification |
|  | Course Modification Review Exercise Required |
|  | Minor modification |
| Additional comments | |
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| Faculty Director of Quality (Chair of FPMP) |  | Date |  |

# Section B – Consultation Evidence

Only to be completed once the Faculty Course Modification Panel confirms that the proposal can proceed for consideration as a minor modification and has approved the student consultation arrangements.

Completion of Section B may require updates to be made to Section A with regard to the specific proposal in response to feedback received. Only revisions to proposed modifications initially presented to the FPMP can be made at this stage. New proposed modifications cannot be added at this stage.

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| **Evidence of Consultation and Published Materials** | | |
| B1 | The following documentation is attached | |
|  | | Evidence that student consultation has taken place |
|  | | Evidence that all relevant external materials and current internal materials have been updated |
|  | | Completed Appendix One (external examiner endorsement of minor modification) |

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| B2 | Does this modification create a material change to current publicity materials? | |
| A change to external materials such as the website or prospectus entry | | |
|  | | YES  *Lead proposer must inform marketing of the changes to ensure this can be updated* |
|  | | NO |
| *If* ***yes*** *please attach a copy of the amendments required to the webpage/prospectus here or copy and paste it into this box clearly showing the amendments required.* | | |
| A change to internal materials such as the current Student Handbook | | |
|  | | YES  *Please update all relevant documentation in mark-up and provide as evidence* |
|  | | NO |

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| B3 | Summary of the student consultation and actions taken in response to student feedback |  |
| B4 | Summary of actions taken in response to External Examiner feedback |  |

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| B5 | Evidence of consultation with the General Modular Scheme Director *Only required where proposed modification relates to timetabling band change* |  |
| B6 | Summary of actions taken in response to feedback from the GMS Director |  |

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| **Evidence of Resources (*only for completion where additional resources are required)*** | | |
| B7 | Evidence of approval of additional resources | |
|  | | The Detailed Course Planning Form and an extract of the minutes confirming approval by the Faculty Course Planning Executive (or equivalent body) |

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| B8 | Summary of Actions Taken in Response to consideration of the Detailed Course Planning Form by FPPE or equivalent body |
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| **Course Specification** | | |
| B9 | The following documentation must be attached | |
|  | | A word version of the updated Course Specification (obtained from QSO) with all modifications clearly marked using track changes so that they are immediately apparent to the reader.  The Course Modification Log should be completed and inserted as the final page of the Course Specification. |

# Approval of Section B

For completion by the Chair of the Faculty Quality Committee.

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| B10 | Faculty Quality Committee Approval | | | |
| Chair of the FQC | |  | Date |  |

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| B11 | Minor modification outcome |

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|  | Approve |
|  | Reject |

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| B12 | Follow up  *This proposal should be sent electronically by the Faculty Director of Quality to those listed below* |

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|  | Student Systems (QL) [studentsystems.ql@canterbury.ac.uk](mailto:studentsystems.ql@canterbury.ac.uk) |
|  | Quality and Standards Office [quality@canterbury.ac.uk](mailto:quality@canterbury.ac.uk) |
|  | Planning Office planningoffice@canterbury.ac.uk |
|  | Marketing and Communications marcomms@canterbury.ac.uk |
|  | Applicant Services [applicantservices@canterbury.ac.uk](mailto:applicantservices@canterbury.ac.uk) |
|  | Registry [student.records@canterbury.ac.uk](mailto:student.records@canterbury.ac.uk)  For collaborative courses [partnership.registry@canterbury.ac.uk](mailto:partnership.registry@canterbury.ac.uk) |
|  | Professional Statutory or Regulatory Body (PSRB) where relevant |

# Appendix one – External Examiner endorsement of a proposed Minor Modification

For completion by the External Examiner, not the Course Director. This form must be completed by the Examiner and must not be substituted by an e-mail as there is a requirement to consider each of the points below.

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| Course Title |  |
| Titles of any modules affected |  |

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| I confirm that there is an appropriate rationale for the proposed change | **Yes / No** |
| I confirm that the proposed change will not prevent the course of study fully supporting the award title, or the titles of any exit award | **Yes / No** |
| I confirm that the proposed change will not prevent the course of study meeting its stated aims | **Yes / No** |
| I confirm that the proposed change does not alter the existing course or level/stage learning outcomes | **Yes / No** |
| I confirm that the proposed change will not detrimentally affect students’ ability to meet the stated course or level/stage learning outcomes | **Yes / No** |
| Where a new module is presented for approval:  I confirm that the learning outcomes for a module are of an appropriate standard  I confirm that the indicative resources for the module are appropriate and current  I confirm that the indicative teaching, learning and assessment methods are appropriate | **Yes / No**  **Yes / No**  **Yes / No** |
| I support this modification to the course. | **Yes / No** |
| Any additional comments? |  |

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| Name of External Examiner |  |
| Date |  |