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**Major Change Proposal Form**

For more information, please see the guidance for [Course Change.](https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/course-change.aspx) Consult your Faculty Quality Office to understand the time-scales in developing a major change and deadlines for submission of documentation.

This process and form should not normally be used if the course is within two years of the deadline date for Periodic Course Review and Reapproval. In these instances, the course should undergo Periodic Course Review and Reapproval.

# Section A – Proposal

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| **Course Information** | |
| Date of proposal |  |
| Course and/or Route title |  |
| Course and/or Route code |  |
| Deadline date for Periodic Course Review and Reapproval |  |

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| **Additional Course Details – Courses impacted by the change** | |  |
| Enter an X for those which apply |  | Comments  *Only complete where further details are required* |
|  | Single Honours | n/a |
|  | Combined Honours | n/a |
|  | Apprenticeship Course | n/a |
|  | Course is Validated Collaborative Provision (list partner and delivery location to the right) |  |
|  | Course is delivered in Franchised Collaborative Provision (list partnerships to the right) |  |
|  | Other courses/routes impacted by this change (list courses/routes and their course codes to the right) |  |
|  | This change affects the Combined Honours offer for Level 4 | n/a |

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| **Implementation** | | | | | | |
| Date from which the change is to take effect  *E.g. September 2022* | |  | | | | |
| Cohort to which the change will first apply  *E.g. Students commencing Level 5 in September 2022* | |  | | | | |
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| **Type of Major Change** | | | | | | |
| *Tick all categories of change which apply (for information, the documentation required for the different changes is specified in the grey boxes) .* | | | | | | |
| Enter an X for those which apply | Category | | Stage 1 | Stage 2 | | University Standing Approval Panel (SAP) Approval Normally Required |
| Documentation  (to submit to FPPE) | Documentation  (to submit to FQC) | Other Course Approval Documentation |
| **All document originals should be updated with track changes. This proposal form should accompany the documentation submission.** | | | |
|  | New or changed mode of study or course delivery | | PPP1 | n/a | * Course Specification * Course document | Usually |
|  | The introduction of delivery of the course at an additional campus; | | PPP1 | n/a | * Course Specification * Course Document | Yes |
|  | Academic calendar | | PPP1 | n/a | * Course Specification * Course Document | n/a |
|  | Additional cohort entry point during academic year | | PPP1 | n/a | * Course Specification * Course Document | n/a |
|  | Course Title | | PPP1 | n/a | * Course Specification * Course Document | n/a |
|  | Changes to the course aims and/or intended learning outcomes | | PPP2 | n/a | * Course Specification * Course Document | Yes |
|  | Addition or removal of a Core Module | | PPP2 | n/a | * Course Specification * Course Document | Yes |
|  | Introduction of a new route | | PPP1 | PPP2 | * Course Specification * Course Document | Yes |
|  | Addition of a Foundation Year | | PPP1 | PPP2 | * Course Specification * Course Document | Yes |
|  | Addition of a Year Abroad | | PPP1 | PPP2 | * Course Specification * Course Document | Yes |
|  | Introduction of a placement component where   * UKVI students will access the placement or * the placement sits outside of the existing credits and is a required component. | | PPP1 | PPP2 | * Course Specification * Course Document | Yes |
|  | Course duration (including changes which extend or reduce the course length outside of a standard academic year) | | PPP1 | PPP2 | * Course Specification | n/a |
|  | Modifications to research stage of research degrees (level 8 and level 7) | | Normally PPP2 (but please seek advice from FDQ) | TBC | TBC | Yes |

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| **Description of the Change** | |
|  | Please outline the details of the proposed change |
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| **Rationale for the Change (This box is only to be completed if not submitting PPP1)** | |
|  | Please provide a rationale (both academic and business case) for the proposed change). |
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| **Student Consumer Rights** | |
|  | Will the proposed change alter information which has been made available to applicants or students (e.g. prospectus entry, publications, web pages, handbooks)? If so, please explain. |
|  | *See* [*‘Policy on Changes to Published Material Course Information’*](https://www.canterbury.ac.uk/quality-and-standards-office/docs/Change-Policy.pdf) |
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| **Student Input and Consultation** | | |
|  | Description of when and how student consultation (and where possible co-production/co-design) has been undertaken as well as the outcome of those activities. |  |
| *For any student groups impacted (including those being recruited) Include the communication strategy post-approval of the change (where appropriate copies of draft communications should be attached).* | |

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| **Interruption, Reassessment with Attendance, and Student Route Visas** | | |
|  | What, if any, are the implications for students who are on interruption or will undertake reassessment with attendance or have o a Student Route Visa?  How will these implications be addressed? |  |
| *Include the mitigations and the plan for ensuring there is no disadvantage for these students* | |

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| **PSRB Considerations** | |
|  | Please indicate whether there are any implications in relation to a PSRB and if so how PSRB requirements can be fully met. |
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| **Consultation and Published Materials** | |  |
| Enter an X for those which apply | The following have been consulted and documentation where relevant is attached | Comments  *Complete to explain the outcome of consultation (e.g. if issues were raised that needed to be addressed)* |
|  | External Examiner has been consulted and any comments addressed |  |
|  | Course Directors for all other courses or routes which are impacted have been consulted and approved the change |  |
|  | All Franchise Partners for the course have been consulted and approved the change |  |
|  | If the change concerns Level 4 Combined Honours, the Director of Combined Honours has been consulted and revised grid of modules for Level 4 Combined Honours is attached. |  |
|  | The change represents a change to published materials and if so this has been discussed with the Marking Manager and draft revisions to materials are attached. |  |

# Approval

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| School Approval | | | | |
|  | * *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)* | | | |
| Proposer & Role  (normally Course Director) –  name & signature | |  | Date |  |
| Head of School  name & signature | |  | Date |  |

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| Faculty Portfolio Planning Executive Approval | | | |
| Chair of the FPPE  name & signature |  | Date |  |