

 **Minor Change Proposal Form**

For more information on making module changes please see the guidance on [Course Change.](https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/course-change.aspx) Please complete one form per module change required.

# Section A – Proposal

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| **Course Information** |
| Date of proposal |  |
| Name/role of Proposer |  |
| Course title |  |
| Course code |  |

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| **Additional Course Details – Courses impacted by the change** |  |
| Please indicate (X) where relevant |  | 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 have this module listed as a core or option (list course titles and codes to the right) |  |
| [ ]  | This change affects the Combined Honours offer for Level 4  | n/a |

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| **Type of Module Change** |
| Please indicate (X) where relevant |  | Please indicate (X) where relevant |  |
| [ ]  | Module title change   | [ ]  | Assessment task e.g., essay to exam, weighting, length/duration, alternative assessment task  |
| [ ]  | Change of module aims/learning outcomes  | [ ]  | Change of semester/trimester a module is delivered in |
| [ ]  | Significant change to module synopsis for PSRB courses | [ ]  | Change to Level 4 modules that affects the combinations used with combined honours course |
| [ ]  | Add or remove optional module, or changes to interchangeable module | [ ]  | Other |

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| **Modules**  |
|  | Please indicate any module(s) to which the change would apply. Ensure module titles are exact, i.e. as stated in the student records system and approved Course Document.. |
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| **Description**  |
|  | Please give a clear description of the proposed change.  |
|  | *NOTE: Where a module is being added or removed you must also complete the* [*Module External*](https://www.canterbury.ac.uk/quality-and-standards-office/external-examiners/information-for-staff.aspx) *Examiner Amendment Form as this will affect the External Examiner’s contract (this is a separate process).* |
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| **Rationale** |
|  | Please provide clear information as to why the change is necessary. |
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| **Implementation** |
|  | Date from which the module 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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| **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 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.  |  |
| *Include details of the strategy for communication of the change to students following approval of the change (where appropriate copies of draft communications should be attached.)*  |

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| **Interruption, Reassessment with Attendance, and Student Route Visa** |
|  | What, if any, are the implications for students who are on interruption or will undertake reassessment with attendance or have 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 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 courses which share the module have been consulted and approved the change |  |
| [ ]  | Partners for all franchise courses which share the module 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 this has been discussed with the Marking Manager and draft revisions to materials are attached.  |  |

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| **Resources** |
|  | What are the resource implications of this change? |  |
| *E.g., administration, IT, equipment, learning resources, link tutoring, rooming, staffing, teaching hours, travel* |

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|  | 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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| **Module Documentation** |
| [ ]  | A word version of the new/revised module specification(s) is attached and marked with *track changes* for any proposed amendments. |

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| **Course Specification and Course Document** |
|  | The following documentation is attached: |
| [ ]  | A word version of the updated Course Specification and Course Document (if relevant) (obtained from QSO) with all changes made using the track changes function, so that they are immediately apparent to the reader.  |
| [ ]  | Updated Course Change Log  |

# Approval (School)

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|  | * *Electronic signature acceptable*
* *By signing this form the Head of School confirms their approval of the rationale for the proposed change and that any resource and organisational implications can be met, or will be requested through the Faculty Course Planning Executive (FPPE)*
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| Course DirectorName & Signature |  | Date |  |
| Head of SchoolName & Signature |  | Date |  |

# Approval (Faculty Quality Committee)

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| Minor change outcome |

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| [ ]  | Approve |
| [ ]  | Reject |

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|  | *Electronic signature acceptable* |
| Chair of the FQCName & Signature |  | Date |  |

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| [ ]  | Tick if approved by Chair’s Action |

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| Tick when complete | Follow upThis proposal should be sent electronically by the Faculty Quality Office to those listed below: |
| [ ]  | Student Systems (QL) studentsystems.ql@canterbury.ac.uk |
| [ ]  | Quality and Standards Office QSOEvents@canterbury.ac.uk  |
| [ ]  | Planning Office planningoffice@canterbury.ac.uk |
| [ ]  | Marketing and Communications marcomms@canterbury.ac.uk |
| [ ]  | Applicant Services applicantservices@canterbury.ac.uk  |
| [ ]  | Partnerships Registry partnerships.registry@canterbury.ac.uk (where the course is delivered with a partner) |
| [ ]  | Professional Statutory or Regulatory Body (PSRB) where relevant |