Making Changes to Your Course

Routine Changes

Annual updates which can be managed by the course team. These are not material changes and they do not alter the architecture of the module.

Should be in place before course and module handbooks are published.

Types of Changes:

Any changes to the module not captured in Part 1 of the Module Specification for example:

- Resource lists (e.g., reading lists/journals)
- Overview of teaching, learning and assessment strategies e.g., essay questions and deadlines.
- Indicative Module Content
- Staff details*

Annual updates to course information such as:
- Staff details*
- Timetabling (except changing semester/trimester)

Some significant staff changes could represent a material change. For advice, please speak to your Faculty Quality Office.

Minor Changes

Changes required to modules to ensure a course remains current and fit for purpose which impact the course record and may change the 'material information'. Require a minor change form, consultation, updated documentation, and approval by the Faculty Quality Committee.

Proposals must align with course change schedule and normally no later than 6 months before the start of the academic year.

Types of Changes:

- Module title change
- Change of module aims/learning outcomes
- Significant change to module synopsis for PSRB courses.
- Optional Module change (add or remove optional module) or changes to interchangeable module
- Assessment task change e.g., essay to exam, weighting, length/duration, alternative assessment task
- Change of semester/trimester
- Change to Level 4 modules that affects the combinations used with combined honours course.

Major Changes

Significant changes to a course which have notable impact on resources, key course architecture or delivery. Requires a Major Change Coversheet, consultation, updated documentation, Faculty sign off and normally approval from the Standing Approval Panel.

Proposals must align with course change schedule and normally no later than 6 months before the start of the academic year.

Types of Changes:

- New or changed mode of study or course delivery
- Introduction of delivery at an additional campus
- Academic calendar
- Additional cohort entry point during academic year
- Course Title
- Course aims and/or intended learning outcomes
- Addition or removal of a core module
- Introduction of a new route
- Addition of a Foundation Year
- Introduction of placement component where UKVI students will access the placement or placement sits outside of existing credits and is a required component
- Course duration (including changes which extend or reduce course length outside of standard academic year)
- Changes to research stage of research degrees (level 8 and level 7)

Policy on Changes to Published Material Course Information

Quality and Standards Office: Course Changes Guidance