

Course Modification form (All taught provision)

This form is to be used for all modifications. Please complete all sections and record N/A for sections that do not apply to your modification/course.

Consulting the relevant [Subject Benchmark Statement](#) may assist in completing sections in this form.

Course Title <i>Please include the existing and new titles if the title is to be amended.</i>	
Award (final qualification) <i>If the final award is to be amended, please discuss with your EQPO liaison officer prior to submission.</i>	
Lead administering Faculty/Department and/or Degree Committee	
School	
Proposed date for change to take effect	
Mode of study (full time or part-time) For part-time indicate how teaching blocks are distributed across the course.	
Are any PSRBs associated with the course?	
Does the course require ATAS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Provide details of any change to course entry requirements	
If the modification affects course length or residency requirements, give details here. <i>Advice may be sought from the International Student Office. Postgraduate courses should refer to the Course Length Policy. Residency requirements can be found here: Statutes and Ordinances.</i>	
1. Proposed modification(s) <i>Please detail below exactly what modification is being proposed:</i>	
Current practice	Proposed modification
2. Rationale and Educational Aims <i>Why is the change proposed? Please cross-reference, where applicable, to relevant recommendations either internal or from external bodies (such as PSRBs, external examiner reports or opportunities from funders).</i>	
3. Learning Outcomes <i>Please indicate the impact on learning outcomes. Guidance can be found here</i>	

<p>4. Learning and Teaching Please detail the impact of the modification on each of the following where relevant:</p> <ul style="list-style-type: none"> Borrowed/shared papers (has the borrowing dept been informed?) Student numbers Student and staff workload
<p>5. Assessment Methods Please describe any modification to current assessment methods, including changes to examination timetables if exams are organised centrally.</p>
<p>6. Consultation</p> <p>Students – How have current students been consulted and what was their feedback?</p> <p>External – feedback on your proposals from EEs and other external academics.</p> <p>PSRBs – consultation feedback from all PSRBs associated with the course, if relevant.</p> <p>Colleges (for matriculated UG courses only) – Have Directors of Studies been consulted and asked for feedback?</p>
<p>7. Intermitting Students How will the proposed modification affect students on intermission? Note: students are entitled to complete the course as it was when they began it.</p>
<p>8. Resource implications Please provide details of the following:</p> <ul style="list-style-type: none"> Any additional staffing (academic and/or administrative) or non- staffing (IT, equipment, field courses etc) costs. Any changes to supervision arrangements including termly reporting. Faculty Board/ School approval for any additional resources.
<p>9. Fees and Funding Complete this section only if there will be a change to the fees and funding arrangements.</p> <p>Please detail how fees will be affected. Consultation with Academic and Financial Planning and Analysis regarding the fee should take place prior to submitting this form. University fee schedules can be found here.</p>

10. Approval

Please confirm the following:

	DATE	N/A
Faculty Board (and/or Degree Committee if relevant) has considered and endorsed the proposed modification.		
The Council of the School has considered and endorsed the proposed modification, and any other associated risks and costs.		
Planning and Resources Committee (if relevant) has considered and approved the business case and any other associated costs.		

Any further comments:

Please attach revised course regulations and programme specification with tracked changes indicating the proposed modification(s) if changes will be required.