**Course Modification Form**

**Proposal to modify validated course provision**

This form should be completed for changes that alter the substantial character or content of the module and/or course and/or affect material information about the course. It should be completed and submitted to the Quality team (quality@uos.ac.uk) for a form number to be allocated at least 10 working days before the relevant Committee at which the form is being considered. Course teams are encouraged to submit forms at least six months in advance of the new academic year.

The form should be submitted with the following documentation:

* a revised definitive course record (with track changes, using the latest version requested from the Quality team)
* a revised module specification (with track changes), where the proposed changes alter a module
* a new and existing module specification, where a replacement module is being proposed
* learning outcome mapping document, where a new/replacement module is being proposed

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| **1. Full course name and award** *(please list all courses affected by the change)* |
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| **2. School / Partner Institution** |  |

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| **3. Course / Module Leader** |  |

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| **4. Validation period this modification relates to** |  |

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| **5. Type of proposed change(s)** *(please tick all that apply)* |
| Change to course title |  | Addition/removal of a named exit award |  | Change to entry criteria |  | Change to course aims and/or learning outcomes |  |
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| Change to module title |  | New/replacement module |  | Withdrawal of a module |  | Change to module level, credit weighting |  |
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| Change to module status  |  | Change to pre-requisite modules |  | Change to module learning outcomes |  | Change to module study hours breakdown |  |
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| Change to assessment |  | Changes in relation to a PSRB |  | Addition of a sandwich year |  | Change to course mode of delivery |  |
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| Conversion to apprenticeship |  | Change to DBS requirements |  |  |
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| Other *(please specify)* |  |

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| **6. Module(s)** *(if applicable, please list the current module(s) to be modified)* |
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| **7. Proposed implementation date** | Month |  | Year |  |

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| **8. Rationale for changes** |
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| **9. Delivery or resource implications** *(please provide details of any changes to delivery or resources as a result of the proposed change. Please specify whether any new/replacement module requires a DBS check.)* |
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| **10a. Details of student consultation** *(please summarise how students have been consulted on the proposed changes and provide details of any concerns raised by students and how these have been resolved)* |
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| **10b. Details of modification to be provided to students** *(please provide student friendly wording to be displayed on Brightspace to communicate the change to current students)* |
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| **11. Details of modification to be provided to applicants** *(Where a modification results in a change to the definitive course record, please provide ‘applicant friendly’ wording for the Admissions team to communicate the change to applicants)* |
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| **12. PSRB notification required?** | Name of PSRB |  | Yes |  | No |  |

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| **Supported by the External Examiner** *(where applicable)* |
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| Signed: |  | Date: |  |

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| **Approved by the School Executive Committee / Partner Institution Academic Committee** |
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| Signed: |  | Date: |  |

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| **Approved by the Head of Quality** |
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| Signed: |  | Date: |  |