

Curriculum Planning Approval and Student Consultation requirements

Examples of the categorisation of modifications as ‘major’ or minor’ are provided below. Programme teams are invited to discuss with the Quality Office any proposed modification that does not neatly fit into one of these categories.

Modifications to existing programmes					
<u>Change</u>	<u>Classification</u>	<u>Approval Route</u>	<u>Communicate to offer holders?</u>	<u>Communicate to current students?</u>	<u>Current student approval needed?</u>
Change to Programme Title	Major modification	Programme Approval	Yes	Yes	Yes
Any change to programme level aims or ILOs	Major modification	Programme Approval	Yes	Yes	Yes
Change to, or addition of, a mode of delivery or a mechanism of delivery	Major modification	Programme Approval	Yes	Yes	Yes
Substantial changes to programme aims or intended learning outcomes	Major modification	Programme Approval	Yes	Yes	Yes
Removal, substitution, addition, or changes to 25% or more of the CORE modules in a level of a programme	Major modification	Programme Approval	Yes	Yes	Yes
Changes to overall programme level methods of assessment by 25% or more	Major modification	Programme Approval	Yes	Yes	Yes
Removal, substitution, addition, or changes to 25% or more of the OPTION modules in a level of a programme	Minor modification	Curriculum Planning	No, unless completely removing optionality	Yes	No
Removal, substitution, addition, or changes to less than 25% of the CORE modules in a level of a programme	Minor modification	Curriculum Planning	Yes	Yes	Yes

Removal, substitution, addition, or changes to less than 25% of the OPTION modules in a level of a programme	Minor modification	Curriculum Planning			
For distance learning programmes, a change to the pattern or sequence of delivery across the programme	Minor modification	Curriculum Planning	Yes	Yes	Yes
Modification to existing modules					
Change a module title	Minor modification	Curriculum Planning	No	Advisable	No
Change of semester for module delivery	Minor modification (unless affects pre-requisite or other progression rules)	Curriculum Planning	No	Advisable	No
Change of Period for module delivery (DL)	Minor modification	Curriculum Planning	Yes if field trip or study school No if other	Yes if field trip or study school No if other	
Approval of a new OPTIONAL module	Minor modification	Curriculum Planning	No	No	No
Approval of a new CORE module	Minor modification	Curriculum Planning	Yes	Yes	Yes
Change to the credit value or level of a CORE module	Minor modification	Curriculum Planning	Yes if affects ILOs	Yes if affects ILOs	Yes if affects ILOs
Change to the credit value or level of an OPTIONAL module	Minor modification	Curriculum Planning	No	No	No
Change to the aims or intended learning outcomes of a CORE module	Minor modification	Curriculum Planning	Yes	Yes	Yes
Change to the aims or intended learning outcomes of an OPTIONAL module	Minor modification	Curriculum Planning	No	Advisable	No
Change to co- or pre-requisites, or excluded combinations	Minor modification	Curriculum Planning	Yes if CORE No if OPTIONAL	Yes if CORE No if OPTIONAL	Yes if CORE No if OPTIONAL

Change to the learning and teaching strategy or a module, including the balance between different learning activities or breakdown of workload hours	Minor modification	Curriculum Planning	No	Advisable	No
Change to assessment strategy, pattern or weightings within a module	Minor modification	Curriculum Planning	No	No	No
Change to the indicative reading list	Standard data collection process	Data entry via MSR: No approval required	No	No	No
Change to the module convenor	Standard data collection process	Data entry via MSR: No approval required	No	No	No