

Guide to Curriculum Change

Consult the table below if you wish to make changes to the curriculum of any undergraduate or taught postgraduate programmes
(More detailed information is available in the [Code of Practice on Programme Development and Approval](#) and/or from your College Academic Advisor)

Type of change	Documents required by the Quality Office	Process/steps
Small change(s) to module content that do not affect any programme documentation*	None	Approval by departmental learning and teaching (L&T) committee or equivalent.
Minor change(s) to a module specification only e.g. a small adjustment to teaching and learning methods	<ul style="list-style-type: none"> • Amended module specification 	<ol style="list-style-type: none"> 1. Approval by departmental L&T committee or equivalent. 2. Send to the Quality Office for review by the CAC secretary and (if required) approval by Committee chair.
Switching two core modules between semesters in the same year	<ul style="list-style-type: none"> • Amended module specification • Revised programme specification† 	<ol style="list-style-type: none"> 1. Approval by departmental L&T committee or equivalent 2. Send to the Quality Office.
Substitution/addition/removal of option modules	<ul style="list-style-type: none"> • Rationale for change • Specifications for any new modules • Revised programme specification† • Revised skills matrix/matrices (if applicable) 	<ol style="list-style-type: none"> 1. Approval by departmental L&T committee or equivalent 2. Send to the Quality Office for review by CAC secretary and <ul style="list-style-type: none"> ▪ approval by CAC chair (Undergraduate courses) ▪ approval by CAC (postgraduate courses).
Non-minor change to a module specification e.g. significant changes to the learning outcomes or teaching and learning methods	<ul style="list-style-type: none"> • Rationale for change • Revised module specification • Revised programme specification (if applicable) • Revised skills matrix (if applicable) 	<ol style="list-style-type: none"> 1. Approval by departmental L&T committee or equivalent 2. Sent to Quality Office for approval by the CAC.
Change to a module assessment pattern or assessment methods	<ul style="list-style-type: none"> • Rationale for change • Revised module specification • Revised programme specification (if applicable) • Revised skills matrix (if applicable) 	<ol style="list-style-type: none"> 1. Approval by departmental L&T committee or equivalent 2. Sent to Quality Office for approval by the CAC.
Substitution/addition/ removal of a very limited number of core modules for new entry of students Note: As a rule of thumb, the change is significant if it affects core modules comprising more than a third of the course.	<ul style="list-style-type: none"> • Rationale for change • Revised programme specification† • Revised skills matrix (if applicable) • Module specifications for new modules 	<ol style="list-style-type: none"> 1. Approval by departmental L&T committee or equivalent 2. Sent to Quality Office for approval by the CAC.
Substitution/addition/removal of a limited number of core modules for returning students. Note: This should happen only in the most extraordinary circumstances.	<ul style="list-style-type: none"> • Rationale for change • Revised programme specification† • Revised skills matrix (if applicable) • Module specifications for new modules 	<ol style="list-style-type: none"> 1. Consultation and agreement of all students affected 2. Approval by departmental L&T committee or equivalent 3. Sent to Quality Office for approval by the CAC.
Substitution/addition/removal of a significant number of core modules for new entry of students Note: As a rule of thumb, the change is significant if it affects core modules comprising more than a third of the course.	<ul style="list-style-type: none"> • University Programme Approval Proposal Form • Revised programme specification† • Revised skills matrix (if applicable) 	<ol style="list-style-type: none"> 1. Consultation with College Academic Advisor 2. Approval by departmental L&T committee or equivalent 3. Send to Quality Office for consideration by CAC 4. Present to University Fee Setting and Programme Development Committee (if applicable) 5. Consideration by University Programme Approval Panel.

* Programme documentation comprises: programme specification, skills matrix (for undergraduate courses), and module specifications.

† Please return revised programme specifications as a Word document