**MODIFICATION FORM**

**University (CSC) Approval**

This form should be used to propose significant programme modifications requiring approval at university level, through the Curriculum Strategy Committee (CSC). The [*Making Modifications to Modules and Programmes*](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/) document provides examples of those changes and explains the procedure.

The completed form should be submitted to the CSC Secretary, whose name can be obtained from the Academic Office*.*

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| 1. **PROGRAMME INFORMATION**
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| **Award and Programme Title** |  |
| **Programme Convener**  |  |
| **Type of Modification** (see list in [*Making Modifications to Modules and Programmes*](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/) document) |  |
| **Date for Implementation**  |  |

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|  **B. PROPOSED MODIFICATION AND RATIONALE** |
| Describe the rationale for the proposed modification and its impact on the programme as whole.  |

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| 1. **LTQG CHAIR AGREEMENT**
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| **LTQG Chair’s signature**  |  |
| **Chair’s comments:** |
| **Dean’s signature** |

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| **D. CONSULTATION WITH STUDENTS *(Prospective and current students must be informed of the changes. Details can be found in the*** [***Consumer Protection Guidance for Academic Staff***](https://portal.roehampton.ac.uk/information/academic/academic-office/Pages/Consumer-Protection.aspx) ***document or obtained from the Academic Office. Evidence of the process should be submitted with this form.)*** |
| Summarise the consultation process and the findings arising from the consultation. |

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| **E. CONSULTATION WITH EXTERNAL EXAMINER *(Append evidence to this form.)*** |
| Confirm that consultation has occurred and summarise relevant commentary.  |

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| 1. **EVIDENCE OF CONSULTATION WITH STAKEHOLDER, as appropriate (*Append evidence to this form.)***
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| **Department Name** | **Consultation (Yes/No)** |
| **Digital Learning Services (if applicable)** |  |
| **Library Services (if applicable)** |  |
| **Marketing and Communications** |  |
| **International Recruitment (if applicable)** |  |
| **Others (as appropriate)** |  |

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| 1. **RESOURCES *(If applicable)***
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| Describe any resourcing implications of the proposed changes (equipment, staffing etc.)  |

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| 1. **FIT WITH CURRENT PROVISION/TRANSITION ARRANGEMENTS *(If applicable)***
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| Explain how the proposed changes fit into the current validated provision and how the implementation will be managed in terms of the impact on existing students. |

**Please attach either a revised Programme Specification or Programme Details entry, highlighting the changes to be made. The programme specification template, with guidance, is located on the Academic Office’s** [**Quality and Standards**](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/) **webpages.**