**MAKING MODIFICATIONS TO MODULES AND PROGRAMMES**

**Introduction**

Programmes may require modification before they are due for revalidation, perhaps to maintain currency or in response to feedback from external examiners or students. Most modifications are prompted by the annual updating of the [Programme Details](http://urweb.roehampton.ac.uk/programmedetails/), carried out in late autumn/early spring for implementation in the following academic year. Programme Details are maintained continuously and thus provide a definitive and current record of all programmes and modules in a given academic year.

All modifications, whether to programmes or modules, require formal approval, which is obtained through one of the two procedures outlined below. (Section C lists changes that require a separate route.) The appropriate procedure is determined by the impact on the student. Modifications resulting in limited impact are approved through School LTQGs; those with more significant impact are considered at university-level by the Curriculum Strategy Committee (CSC). Staff are encouraged to consult the Academic Office to determine which procedure is required.

Any modifications to programmes affecting university central departments and systems (student records, enrolment or timetabling) submitted outside the annual updating require authorisation by the Academic Registrar. These modifications are communicated to the relevant central departments by the Academic Office.

Consumer protection law requires that students, including prospective students and applicants, must be informed of significant changes to programmes; all students who have accepted an offer or are already on the programme must consent. This is explained briefly below; more detailed information 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.

The modification forms and module and programme specification templates are located on the Academic Office’s [Quality and Standards](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/) webpages.

1. **LTQG-level approval procedure**

Resulting from programme enhancement, feedback, and/or professional body requirements, the following are examples of modifications that require scrutiny by the LTQG:

* change to module assessment
* addition of a new module
* change to module title
* deletion of a module
* addition or removal of a cross-listed module
* change of module delivery from year-long to single term, or vice versa
* change to pre/co-requisites
* change to module credit value or level
* change of module status to compulsory or optional
* change to module rationale, learning outcomes or syllabus
* conversion of year-long module to term-long version for study abroad students

Please note that:

* where a change involves the addition of a new module, the module learning outcomes should be mapped against the programme learning outcomes. (See [*Module Specification*](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/) template.)
* compulsory modules cannot be removed unless (a) they are replaced by modules with the same content or (b) the content is covered in other modules.
* where a programme includes placement modules, these cannot be removed.

The following steps should be taken by the Programme Convener:

1. For significant changes concerning compulsory modules, consumer protection requirements state that prospective and current students must be informed. More information 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 communications must be provided. Although consultation with students is not a requirement for changes to optional modules, discussion is encouraged as a means of seeking feedback and engaging students.
2. Consider whether a series of minor changes could result in a significant impact on the programme as a whole, in which case CSC-level approval is required.
3. Request feedback from the external examiner(s).
4. Complete the [*Modification Form: School (LTQG) Approval*](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/). To show the overall impact of making several changes, interrelated changes can be presented using a single form (e.g., deleting a module and adding a new module in its place). Similarly, changes to several modules can be recorded on one form if the same rationale applies to all.
5. Submit the documentation to LTQG for scrutiny and approval and make any amendments LTQG deems necessary.
6. Submit the form, with required signatures, to the [Academic Office](mailto:e.cassidy@roehampton.ac.uk).
7. **CSC-level approval procedure**

Resulting from university strategy, programme enhancement, professional body requirements and/or market demand, the following are examples of modifications that require scrutiny at CSC:

* change to programme/award title
* significant changes to programme structure
* change to programme composition, including contact hours (e.g., replacement of lectures/seminars by self-study), student workload, or significant staffing changes
* change to overall assessment methods significantly affecting programme aims and learning outcomes and several modules
* additional modes of study (e.g., new pathways not leading to named award titles, converting campus-based programmes to online, and/or distance-learning modes of study and vice-versa)
* new programme start dates

Please note that:

* The Academic Office should be consulted if there is uncertainty about whether the accumulative effect of individual module changes is significant enough that CSC approval is required.
* The changes above can only be applied to new cohorts. Planning for such changes must thus be aligned with the admissions cycle.

The following steps should be taken by the Programme Convener.

1. Consumer protection law specifies that for changes to “material information” of the sort listed above, prospective and current students must be informed. More information 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 communications must be provided.
2. Consultation with central support departments (e.g., Recruitment, International Office, Planning, Communications) may be required: the Academic Office can advise.
3. Request feedback from the external examiner(s).
4. Complete the [*Modification Form: University (CSC) Approval*](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/).
5. Submit the documentation to the LTQG Chair for approval, making any amendments deemed necessary.
6. Submit the form to the CSC Secretary, who will notify the Programme Convener of the outcome following the meeting of CSC.
7. Contact the Academic Office regarding which subsequent steps are required.

**Miscellaneous Changes**

Other changes that require formal approval include the following:

* change to entry requirement/criteria
* change to location of study
* change to length of programme
* change to whether the programme and provider are regulated and by whom
* change to whether the programme is accredited
* change to any terms which may be surprising to a student
* change to total cost of the programme (tuition fees or additional costs)

Advice on the procedure for making such changes can be obtained from the [Academic Office](mailto:Gillian%20Baldwin%20%3cG.Baldwin@roehampton.ac.uk%3e). These are examples of “material information,” and consumer protection law states that prospective and current students must be informed. More information 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 communications must be provided.