

**MODIFICATION PROPOSAL FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **DETAILS OF CURRENT PROGRAMME AND MODULE** | | | | | | |
| Current Programme title: | | | | | | |
| Programme mode of delivery:  Full Time  Part-time | | | | | | |
| Current Module title: | | | | | | |
| Is this a Collaborative programme / module?  Yes  No | | | | | | |
| SITS module code(s) | Existing: | New SITS module code: *To be assigned by SITS Data Officer, if required* | | | | |
| For module modifications - is this module shared/associated with any other programmes?  Yes  No  New modules to be added to existing programme  If Yes, consultation with the relevant Programme Director(s) and team must be obtained. Has this been completed, and the proposed changes have been agreed with colleagues?  Yes  No  If no, please ensure that you consult with relevant colleagues and programme team/s.  Please list which programme title(s) the module is shared/associated with below:   |  | | --- | |  | | | | | | | |
| Institute, Faculty or Partner  Education  ☐ Theology and Liberal Arts  Business Law and Society  Sport, Allied Health and Performance Sciences  ☐ Collaborative Partner is *(insert name of Collaborative Partner here)* | | | | | | |
| Level of programme/ module being affected:  Level 3  Level 4  Level 5  Level 6  Level 7  ☐ Level 8 | | | | | | |
| 1. **DETAILS OF PROPOSED MODIFICATION(S)** | | | | | | |
| Type of Modification(s) | Changes to the Programme or module(s) (*select as appropriate)*   |  |  | | --- | --- | |  | Programme learning outcomes and associated curriculum content | |  | Programme mode of study (e.g. full-time or part-time) | |  | Change or introduction of programme start dates (e.g. introduction of January start) | |  | Programme mode of delivery (e.g. online or blended learning). If this is ticked please **ensure to complete Section 4.4.** | |  | Programme specific regulations (normally as a result of PSRB requirements) | |  | Status of module from core to optional or vice versa | |  | The introduction, withdrawal or replacement of core and or optional modules.  *This includes new, existing and cross-validated/ shared modules* | |  | The credit value or level of modules | |  | Module title(s) | |  | Semester of delivery | |  | Module learning outcomes and associate curriculum content | |  | Module assessment methods, assessment weightings, assessment type(s) or assessment criteria | |  | Module mode of delivery (e.g. from face to face to distance learning mode) | |  | Module pre and or co-requisites | |  | Other, please specify here: | | | | | | |
| Description of proposed change(s) | *With reference to the above section, please describe the proposed modification(s) as indicated above. For example: Change of assessment from X to Y, Change of status of module from optional to core etc.* | | | | | |
| Has an updated version of the programme specification(s) and or module outline(s) been provided? | Yes  No  *An updated version of the programme specification (for programme level changes) and/or module outline (for module level changes) must be provided using tracked changes.* | Academic year of implementation | | | | September 2023/24  September 2024/25 |
| Academic Rationale | *State the academic rationale/ reasons for proposed changes.* | | | | | |
| Arrangements for any interrupted/deferred or retake students | *State the (transitional) arrangements that would be in place for students on teach out of the old programme/module to the newly proposed programme/module.* | | | | | |
| Name of proposer |  | | Date | |  | |
| 1. **INSTITUTE APPROVAL:** By printing the name of the proposer confirms that: | | | | | | |
|  | The modification, including the provision of any relevant resource has been discussed and agreed by the Institute/Faculty. |  | | Where the agreement of the external examiner is required that the external examiner has been consulted and supports the proposal. | | |
|  | Where a module is shared and or delivered on a programme outside the host Institute, that the additional Institute, Programme Director and colleagues have been informed/ consulted on the proposed changes. |  | | Where the proposal affects a collaborative programme and/or module that the collaborative partner and moderator have been consulted and supports the proposal. | | |
| Head of Department | *(Sign as appropriate prior to key stakeholders meeting)*  *Signature:* | | | | | |
| Programme Director(s) |  | Date | | | |  |

1. **CONSULATION WITH KEY STAKEHOLDERS AND RESOURCE SIGNATORIES FOR PROPOSED MODIFICATIONS**

All modifications involve a process of consultation and clear communication with all key stakeholders.

To assist with the process of consultation and obtaining signatures from key stakeholders, we have introduced a key stakeholder meeting as part of the modifications process. These will be held in December and January of each year. The purpose of this meeting is to discuss the proposed programme and module modifications with colleagues and to assist with obtaining the required signatures in time for approval from the relevant Faculty/Institute Academic Development Committee (F/IADC). [Please read the following modifications guidance for more information.](https://staffnet.stmarys.ac.uk/academic%2dservices/CTESS/SiteAssets/Pages/Programme%2dand%2dModule%2dApproval%2dand%2dModification/Approved%20Modifications%20Process%20and%20guidance%202020.pdf)

***Now upload the completed modification proposal form, programme specification and module outline(s) (as well as any other supporting documents you wish to be considered) to the following OneDrive folder if you would prefer this assistance with obtaining signatures from key stakeholders listed in section 4.6 below. Please notify Quality and Standards once you have done so (*** [***qateam@stmarys.ac.uk***](mailto:qateam@stmarys.ac.uk) ***)***

[**https://livesmucac.sharepoint.com/:f:/s/QS/EgEL\_eFAxW1HhHdEoCig8E4BP8El13BeeZmHTJfWlFtn-w?e=jSRdo7**](https://livesmucac.sharepoint.com/:f:/s/QS/EgEL_eFAxW1HhHdEoCig8E4BP8El13BeeZmHTJfWlFtn-w?e=zG2jnc)

If you are not able to submit the modification paperwork to the November or January key stakeholders meetings, then please instead submit directly to the Chair and Secretary of the relevant Faculty/ Institute Academic Development Committee (F/IADC) with the signatures you have sought to obtain from the required key stakeholders. Please note that this must be done no later than by the paper deadline for February IADC meeting.

|  |  |  |
| --- | --- | --- |
| * 1. **PROGRAMME COSTING REQUIREMENTS (finance@stmarys.ac.uk)** | | |
| Are additional finance resources required for implementation of the proposed modification? *(Select as appropriate)*  *No, the proposed modification can be resources from existing provision.*  *Yes, the proposed modification requires additional resources (please specify what these are)* | | |
| **4.2 ESTATES AND FACILITIES TIMETABLING REQUIREMENTS (**[**timetable@stmarys.ac.uk)**](mailto:timetable@stmarys.ac.uk) | | |
| Are additional Estates and Facilities resources required for implementation of the proposed modification? *(Select as appropriate)*  ☐ *No, the proposed modification can be resources from existing provision.*  ☐  *Yes, the proposed modification requires additional resources (please specify what these are)*  *For example, changes to semester of delivery, need for larger room to accommodate students or changes from core to optional module and vice versa.* | | |
| **4.3 SITS PROGRAMME OR MODULE RECORDS REQUIREMENTS** | | |
| *Please select the type of modification and note the changes requires on the student records system (SITS).*   |  |  |  | | --- | --- | --- | |  | **Types of programme and module modification** | **SITS updates for noting** | |  | Programme mode of study (e.g. full-time of part-time) | Programme records | |  | Change or introduction of programme start dates (e.g. introduction of January start) | Programme records | |  | Programme mode of delivery (e.g. online or blended learning) | Programme records | |  | Programme specific regulations (normally as a result of PSRB requirements) | n/a | |  | Status of module from core to optional or vice versa | Module diet records | |  | The introduction, withdrawal or replacement of core and or optional modules.  *This includes new, existing and cross-validated/ shared modules* | Module record with new module code assigned for new modules, module availability record and module diet record | |  | The credit value or level of modules | Module record with a new module code assigned, module availability record and module diet record | |  | Module title(s) | Module record with a new module code assigned, module availability record and module diet record Module record with new module code assigned | |  | Semester of delivery | Module availability record | |  | Module learning outcomes and associate curriculum content | n/a | |  | Module assessment methods, assessment weightings, assessment type(s) or assessment criteria | Module assessment and module availability records. | |  | Module mode of delivery (e.g. from face to face to distance learning mode) | Programme records | |  | Module pre and or co-requisites | Module records, module diet records | |  | Other, please specify - additional modules to be added |  | | | |
| **4.4 TECHNOLOGY ENHANCED LEARNING MODIFICATIONS (**[**telteam@stmarys.ac.uk)**](mailto:telteam@stmarys.ac.uk) | | |
| 1) Please complete [this survey](https://forms.office.com/r/u6BifGkUWs) so the TEL Team can support this modification:  2) Have you met with a TEL Learning Designer to discuss your options? Yes ☐ No ☐  *Please note, it is a highly encouraged for you to meet with a Learning Designer prior to the initial Programme Modification Meeting.*  Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_  In the space below, please bullet-point key discussion points from your Learning Design meeting:   * *Bullet point 1 evidencing discussion points from Learning Design meeting.* | | |
| Are additional Information Technology resources required for implementation of the proposed modification? *(Select as appropriate) (*[*Chris.Johnson@stmarys.ac.uk)*](mailto:Chris.Johnson@stmarys.ac.uk)  ☐ *No, the proposed modification can be resources from existing provision.*  ☐  *Yes, the proposed modification requires additional resources (please specify what these are)* | | |
| Are additional Library Services/resources required for implementation of the proposed modification? *(Select as appropriate) (*[*library@stmarys.ac.uk*](mailto:library@stmarys.ac.uk)*)*  ☐ *No, the proposed modification can be resources from existing provision.*  ☐  *Yes, the proposed modification requires additional resources (please specify what these are):* | | |
| **4.5 CONSULTATION WITH OTHER KEY STAKEHOLDERS** | | |
| Please indicate key stakeholders who have been consulted during the development of the proposal and the outcomes of this consultation.   |  |  | | --- | --- | | Students representatives | Yes  No | | Collaborative partners | Yes  N/A | | External Examiners | Yes  No | | Professional Body  Other *(please specify)* | Yes  N/A | | | |
| Name | Signature | Commentary |
|  |  |  |
|  |  |  |
| **4.6 RESOURCES SIGNATURES** | | |
|  | Signature | Commentary |
| Finance |  |  |
| Estates and Campus Services (Timetabling) |  |  |
| TEL |  |  |
| Information Technology (IT) |  |  |
| Library Services |  |  |
| Programme Director (for shared modules across programmes) |  |  |
| 1. **QUALITY AND STANDARDS MANAGER** | | |
| *(Select and sign as appropriate)*  Molly Cowling, Education and Theology onsite provision  Marie Ferrao, Tammy Lam, Collaborative Provision  Helena Ramalho, Sport, Allied Health and Performance Sciences onsite provision  Simon Rogg, Business and Law, onsite provision  *Signature:* | | |
| 1. **CHAIR OF FACULTY/ INSTITUTE ACADEMIC DEVELOPMENT COMMITTEE (F/IADC)** | | |
| *Associate Dean of Student Experience (to be obtained at F/IADC meeting)*  *Signature:* | | |

**Modifications submission checklist**

Completed modification form, signed and dated.

Revised programme specification with tracked proposed changes for all programmes affected by the proposed changes. Please ensure you use the last approved programme specification as posted here: <https://www.stmarys.ac.uk/ctess/qs/programmes-specifications.aspx>

Revised module outline with tracked changes for module modifications. Please ensure you use the last approved module outline. A copy of this is available on request from [qateam@stmarys.ac.uk](mailto:qateam@stmarys.ac.uk). Please state the module title and SITS code in your email to the QA team.

Appropriate signatures of all relevant key stakeholders.

Consultation with Students

Consultation with External Examiner

***If applicable,***

For Collaborative programmes, consultation with Collaborative Partner

For PSRB accredited programmes, consultation with Professional Body

For programmes with modules which have been are cross validated and impacted by proposed modification, supporting document showing consultation with programme lead for all programmes affected by the proposed changes.