# Form G1

# Proposal for significant changes to an existing course

**Before** completing this form, the key course contact for the proposal should attend the Introduction to Validation and Curriculum Design workshop (please see section A of the AQSH).

Following completion of this form, the application should be submitted to Quality Assurance and Enhancement (QAE), for consideration by the Quality Assurance Portfolio Change Committee (QAPCC).

**Please note:**

* This form should only be completed where significant changes are required to an existing course without changing the course title.
* If you are considering making significant changes to an existing course but are also wanting to change the course title, please contacting the Planning department to submit a new course proposal.
* If you want to make a change just to the course title, please contact the Planning department.

**Section 1: General Information**

|  |  |  |
| --- | --- | --- |
| **1.1** | **Current award(s) and course title(s):** | *If the course has a foundation year and/or professional placement route, please list this here as a separate course title e.g. BSc (Hons) Science with Foundation Year.*  |
| **1.2** | **As part of the revalidation are you proposing to close any pathways (inc. foundation year and professional placement routes)? If so, please list them here.**  |  |
| **1.3** | **As part of the revalidation are you proposing to rename any pathways? If so, please list the changes here.**  |  |
| **1.4** | **Final list of course title(s), including pathways, that will be revalidating:**  | *Please include all titles and pathways, including if the course has a foundation year and/or professional placement route, reflecting any proposed changes listed above.*  |
| **1.5** | **Name of Sponsoring Faculty** |  |
| **1.6** | **Name of sponsoring School** |  |
| **1.7** | **Name of sponsoring department** |  |
| **1.8** | **Key course contact for proposal** |  |
| **1.9** | **Date key course contact attended the ‘Introduction to Validation and Curriculum Design’ workshop.** |  |
| **1.10** | **Collaborating KU School(s)/Faculty(ies)** |  |
| **1.11** | **Proposed start date of revalidated course(s) (month and year)** *Courses must be revalidated (i.e., revalidation completed and signed off) by mid-December (UG) and end of February (PG) of the preceding academic year.* |  |
| **1.12** | **Confirm appropriate time and resources has been allocated by the Head of School to successfully develop and validate this course** |  |
| **1.13** | **Student numbers***Please provide the student numbers for the* ***intake*** *on the course over the last 5 academic years (for proposals with more than one course please insert a separate row for each course).* | **2024-25:****2023-24:****2022-23:****2021-22:****2020-21:** |
| **1.14** | **Arrangements for continuing students***Describe the arrangements that will be put in place for continuing students i.e., will they stay on the existing course, offered the option to transfer to the newly validated provision, and what arrangements are in place for students who are required to repeat.**Students cannot be required to transfer to the new validated provision.* |  |

**Section 2: Collaborative Partner Details**

If the proposal does not involve a collaborative partner please proceed to section 3.

|  |  |  |
| --- | --- | --- |
| **2.1** | **Full name of collaborative partner(s) delivering the course(s)** |  |
| **2.2** | **Delivery location** |  |
| **2.3** | **Type of partnership arrangement** | Validated [ ] Franchised [ ] Sub-contracted (validated or franchised) [ ] Flying faculty [ ] *See Section B of the AQSH (Academic Quality and Standards Handbook) for definitions* |
| **2.4** | **Is the course a double, dual or joint degree?** | Double [ ] Dual [ ] Joint [ ] N/A [ ] *Most collaborative courses are unlikely to include dual or joint degrees. Dual, double, or joint degrees have additional regulatory requirements (see Awards of the University). Dual and joint degrees refer to courses where either separate award is given by each awarding body or where the award is issued jointly.* |

**Section 3 Details of Proposed Changes**

|  |  |  |
| --- | --- | --- |
| **3.1** | **Description of proposed significant changes to existing course(s):***Please include the details of the significant changes proposed to the course and any details relating to evidence of demand for the changes.**Please also include an indicative course structure diagram comprising existing and new modules, their levels and credit rating.**If you are changing ‘material information’ please detail them explicitly in this section.* [*Click here for details on what constitutes ‘material information’.*](https://www.kingston.ac.uk/courses/course-changes/) |  |
| **3.2** | **How does the proposal align with the University’s Town House Strategy?***The Town House strategy can be viewed here:**https://www.kingston.ac.uk/aboutkingstonuniversity/town-house-strategy/* |  |
| **3.3** | **How does the proposal align with the faculty’s strategic plan, and is the proposal mentioned in the most recent Faculty plan?** |  |
| **3.4** | **Identify any risk associated with the proposal *e.*g., impact on recruitment to existing courses within the University and its partners, competitors, market conditions and impact on operational activities.***Please indicate any steps taken to address risks identified* |  |
| **3.5** | **Are there any proposed changes to the delivery mode****e.g. fully campus based/fully distance learning***[[1]](#footnote-2)***/hybrid or blended learning** |  |
| **3.6** | **Will the course involve delivery by distance learning?** | *If yes, please specify what percentage will be delivered by distance learning and how, i.e. any deviation from KU standard technology e.g. Canvas and Teams?*  |
| **3.7** | **Will the course involve any work-based learning elements?** | *If yes, please specify what percentage and how this element will be delivered?*  |
| **3.8** | **Are there any proposed changes to the learning modes?****e.g. full time/part time/degree apprenticeship** | *Note: to be classed as full time, students will have to attend for periods amounting to at least 21 hours per week for 24 weeks within a 12-month period.* |
| **3.9** | **Are there any proposed changes to how the course will be delivered?** e.g. delivered in the day/evening/weekend/block delivery/through the Master’s by Learning Agreement Framework | *Note: IT support is available between the hours of 8am – 5:30pm Monday to Friday.* |
| **3.10** | **Will any variants or exemptions be required from any element of the University’s Undergraduate or Postgraduate Regulations?** *If yes, you must complete a G3 form and submit to the clerk of the Education Committee. Note that approval of this form does not constitute approval of any variant to the University’s UG or PG Regulations.* |  |
| **3.11** | **Will any variants or exemptions be required from any element of the University’s Academic Framework because of the significant changes?** *If yes, you must complete an Academic Framework variant/exemption form (Form C3) and submit to the clerk of the Education Committee. Note that approval of this form does not constitute approval of any variants or exemptions to the Academic Framework* |  |
| **3.12** | **Will there be any changes to whether the course will be assessed or delivered in a foreign language?***If yes, please include full details* |  |
| **3.13** | **Are there any external professional, statutory, regulatory, or contractual implications of the proposed changes?** *If yes, please include full details* |  |
| **3.14** | **If the course is taught jointly between two or more Faculties, will there be any changes to the approximate share of teaching between the faculties or to the managing Faculty?** |  |
| **3.15** | **If the course is taught with any collaborative Partner, will there be any changes to the approximate share of the teaching?** |  |

**Section 4 Staffing and Finance**

If your answer is yes to either of the questions in this section, the faculty should contact the Faculty Finance Business Partner to confirm the level of financial analysis required for this proposal. A response from the Faculty Finance Business Partner should be provided in 4.3.

|  |  |  |
| --- | --- | --- |
| **4.1** | **Does your proposal require changes to the staff complement? e.g., Additional costs relating to HPLs to support more specialist modules, or the addition of new staff**  | **YES** [ ] **NO** [ ]  |
| **4.2** | **Does your proposal involve changing a revenue stream?** | **YES** [ ] **NO** [ ]  |
| **4.3** | **Response from the Faculty Finance Business Partner (if applicable):** |  |

**Section 5 Resource Requirements**

If your answer is yes to any questions in this section, the faculty should contact the Head of the relevant Directorate to confirm the level of analysis required for this proposal. Responses should be provided under the relevant questions.

|  |  |  |
| --- | --- | --- |
| **5.1** | **Will there be any additional major departmental capital equipment needs e.g., technical infrastructure required?**  | **YES** [ ] **NO** [ ] **Response from Head of Directorate (if yes):** |
| **5.2** | **Will there be any additional Library resources required?** | **YES** [ ] **NO** [ ] **Response from Head of Directorate (if yes):** |
| **5.3** | **Will there be any additional ITS resources required?** e.g. new or updated software requirements for teaching delivery/support or student use, or specific computer hardware outside of the standard specification | **YES** [ ] **NO** [ ] **Response from Head of Directorate (if yes):** |
| **5.4** | **Will there be any changes to or additional room requirements (timetabling)?** e.g. access to computer labs, hybrid teaching rooms (cameras/microphones) | **YES** [ ] **NO** [ ] **Response from Head of Directorate (if yes):** |
| **5.5** | **Will there be any changes to or additional estates requirements?**  | **YES** [ ] **NO** [ ] **Response from Head of Directorate (if yes):** |

**Section 6 Faculty Marketing Business Partner (FMBP) Consultation**

The proposal should be sent to the Faculty Marketing Business Partner (FMBP) to evaluate and sign off the proposed changes and provide feedback where required.

|  |  |
| --- | --- |
| **Name of FMBP**  |  |
| **Signature of the FMBP** |  |
| **Comments from the FMBP** |  |

**Section 7 Faculty Approval**

Signature of this form confirms that this revalidation proposal is consistent with the Faculty Plan and that the proposal has been approved by the Faculty Leadership Team for submission to the QAPCC.

|  |  |
| --- | --- |
| **Signature of Head of Resource and Planning (HoRP):** |  |
| **Signature of Head of School:** |  |
| **Signature of Dean of sponsoring Faculty:** |  |
| **Signature of Dean(s) of contributing Faculties (if applicable):** |  |

1. *The University defines distance learning as provision which generally does not require the student to attend particular classes or events at particular times and particular locations. This would not normally include off-site learning such as placement learning or work-based learning as both of these assume student attendance at specified activities at specified times. Courses may include elements of self-directed learning (e.g.: via Canvas or independent study) but these would only constitute fully distance learning if all or most of the learning took place in this way.* [↑](#footnote-ref-2)