# Form G4

# Changes to courses and modules by delegated powers

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| --- | --- |
| Faculty: |  |
| School: |  |
| Dept: |  |
| Proposed by: |  |

Please refer to the Academic Quality and Standards Handbook (AQSH) Section G for information about approval processes and change categories

If you are just asking for a **documentary change** then you do not need to complete the form, contact the Faculty QAE team.

**Please ensure you:**

* **work with your School Director of Learning and Teaching to confirm proposals are compliant.**
* **gain sign off from your Head of Department. By submitting this form it will be assumed that the relevant Head of Department is aware of and approves the changes being proposed.**

## NATURE OF CHANGE

**Request to Modify a Course**

If you are requesting changes to multiple courses, please copy the table below to create one table for **each** course.

Please note that changes to course titles cannot be approved by CMMP and should be submitted to the Portfolio Management Group (PMG) via the PMG course title change form.

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| **Name of Course you wish to make changes to** |  |
| **Proposed change(s):**For example* Addition of validated modules or deletions of modules within courses
* Addition of a new module.
* For new modules and deletion of existing modules please also complete the relevant table(s) below to provide further detail.
 |  |
| **Are any of the changes listed above to material information** (please see appendix 1 for a list of changes that are considered ‘material’ information). | **Yes/No** |
| **Impact of change(s):** |  |
| **Proposed date of implementation:**For example, Sept 25, Sept 26 |  |

**Request to Change an Existing Module**

If you are requesting changes to multiple modules, please copy the table below to create one table for each module.

If changes are made to elective modules after December and after students have made their choices, students must be advised of any changes to their chosen modules and offered the opportunity to change should they wish to do so.

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| **Module Details:**Code, title (title changes require a new module code) |  |
| **Proposed change(s):**e.g., Change assessment from exam to coursework  |  |
| **Impact of change:**For example:* If changing from 1 to 2 assessments - will more markers be needed? Will students be over assessed?
* Will learning outcomes still be achieved?
* Impact of existing pre/co-requisite modules to be considered.
 |  |
| **List all courses that deliver the module:** |  |
| **Proposed date of implementation:**e.g., Sept 25, Sept 26 |  |
| **Teaching block the module will be delivered in:**Please indicate TB1, TB2, Year long |  |

**Request to Approve New Module(s)**

Please provide a completed module descriptor for each new module.

Please liaise with the Assistant Registrar (QAE) regarding the External Examiner for the new module.

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| **List proposed Module title:** |  |
| **Impact on library and learning resources:**Can specialist books be sourced? |  |
| **Impact on physical resources (labs, studios):**Is more lab space needed? |  |
| **Proposed date of implementation:**e.g., Sept 25, Sept 26QAE cannot request new module setup without this detail. |  |
| **Proposed teaching block the module will be delivered:**Please indicate TB1, TB2, TB3, Year longQAE cannot request new module setup without this detail. |  |

**Request to remove module(s) from course diet**

Please ensure an updated programme specification is provided.

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| **List module(s) to be deleted from course diet:** |  |
| **Impact on Programme Learning Outcomes:**Are all programme learning outcomes still summatively assessed by the remaining modules in the course? |  |
| **Proposed date of implementation:**e.g., Sept 25, Sept 26 |  |

## REASON FOR THE CHANGE

Please tick the relevant options to indicate where the proposed change originated from.

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| **Changes to the requirements of external sector bodies** |  |
| **Professional, Statutory or Regulatory Body (PSRB) requirements** |  |
| **Student Feedback** |  |
| **External Examiner Feedback** |  |
| **Highlighted from the Module and Course Enhancement Plans (MEPs/CEPs)** |  |
| **Other changes to enhance the students’ experience and/or achievement which can be evidenced appropriately** |  |

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| **Rationale for change including the positive impact:** |  |
| **Confirm the change has been proposed in the relevant MEP and/or CEP**It is essential that the change, and the reasons for it, was identified, discussed, and recorded in the relevant MEP/CEP |  |

**ADDITIONAL DOCUMENTS TO ACCOMPANY CHANGE REQUEST**

In addition to this form, the following documents must be provided to your QAE coordinator for the change to be presented for approval

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| **Documents/Evidence**Updated documents should be clearly marked to identify changes, using either highlighting or tracked changes | **Provided?****Yes/No** |
| **Revised Programme Specification** Addition and deletions of modules require updated Programme Specifications |  |
| **Revised/New Module Descriptor(s)** |  |
| **Revised Indicative Module Summative Assessment Map (IMSAM)**If a modification to assessment is being proposed, the indicative module summative assessment map (see template C11) should be presented to see the impact of the change on the cohesion.Addition and deletions of modules require updated IMSAMs |  |
| **Revised PSRB Mapping (where applicable)** |  |

## CONSULTATION OF THE CHANGE

Consultation must take place prior to submission to QAE

**Teaching team(s)**

Please discuss changes with other module leaders to ensure the overall programme will remain cohesive, bearing in mind that changes to your module may impact on other modules on the course.

Please note consultation does not mean approval and differences of opinion should be detailed below for the panel to make a considered decision.

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| **Who has been consulted?** | **Outcome**  |
|  |  |

**Students**

Given that changes will impact on students’ learning experience it is vital students are consulted and details of the consultation must be provided.

Please note consultation does not mean approval.

Preferred means of consultation might be Student Voice Committee (SVC) but if this is not possible, a practical approach can be taken (in class discussion, emails, or Canvas notifications).

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| **Level** | **Method of consultation** | **Outcome** |
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**Timetabling**

Need to be made aware of:

* assessment delivery (e.g., assignments to exam)
* intake
* course combinations/ codes
* changes to physical resources required.

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| **Name of timetabling staff consulted**[**Meet the Timetabling Team (sharepoint)**](https://kingstonuniversity.sharepoint.com/sites/staffspace/dep/academicregistry/trallocations/Pages/TRAmeettheteam.aspx) | **Outcome** |
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**Course and Student Administration Manager**

To assess the administrative impact of the change(s)

|  |  |
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| **Name of person consulted** | **Outcome** |
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**Resources Consultation**

Library and Learning Services,

Estates

ITS

Required where changes will require additional resources (e.g., software, Lab, studios, or other specialist equipment needs)

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| **Name of person consulted** | **In relation to Course/Module** | **Outcome** |
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**Faculty Marketing Business Partner consultation**

This is particularly important with regards to core modules, module titles and module diets to assess impact of any changes to Marketing information/ CMA requirements.

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| **Name of person consulted** | **Outcome** |
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**Collaborative Partner: Consultation with University Liaison Officer**

* For franchised provision this should be done by the course leader to assess impact on the Partner
* For Validated provision this should be done by the Partner Liaison Officer to ensure that changes have their support and assess any impacts to partner’s systems and resources.

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| **Partner** | **In relation to Course/Module** | **Outcome**  |
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**Employer consultation (if needed)**

This is particularly important if apprenticeships are involved.

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| **Employer** | **Course/Module** | **Outcome** |
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**Student Records and Returns (if spanning module or standalone module)**

To assess any reporting issues

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| **Name of person consulted** | **Outcome** |
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**Head of Resources and Planning (if additional resources required)**

This is particularly important with regards to new modules.

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| **Name of person consulted** | **Outcome** |
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## APPROVAL

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|  | **SIGNATURE/ DATE**A record of email agreement and date will suffice |
| **University Liaison Officer (for provision being delivered by a Partner under validated arrangement** |  |
| **Head of Dept:** |  |
| **School Director of Learning and Teaching:** |  |

**Appendix 1**

## Type of changes and deadlines for making changes

Please refer to Section G of the AQSH. It is important that changes are made in accordance with the stated deadlines, please consult with the Assistant Registrar (QAE) or School Director of Learning and Teaching if you require any clarification.

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| **Deadline** | **Changes to be completed by this deadline** |
| Mid-December – 22 months in advance, e.g. approved December 2024 for implementation from September 2026 | * **Change to course/award title\***
* **UG Entry requirements/criteria\*** (changes must be approved by Faculty Recruitment Committee)
* **Length of course\***
* **PSRB Accreditation changes\*** (existing students should not be impacted by this change)
 |
| February – 18 months in advance, e.g. approved Feb 2025 for implementation from September 2026 | * **PG Entry requirements/criteria\*** (changes must be approved by Faculty Recruitment Committee)
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| Mid-December – 9 months in advance, e.g. approved December 2024 for implementation from September 2025 | * **Significant changes to courses to be completed (through Enhanced CMMP)\***
* **Introduction of new modules\***
* **Deletion of existing modules\***
* **Change to module titles\***
* Change to delivery pattern of module (from short fat to long thin or change of Teaching Block)
* **Module diet\*** – list of core modules and likely optional modules for courses
* **Location of study and possible locations\*** (i.e. known work placements)
* ***Overall breakdown of course learning and teaching hours.\**** *(Note: for UKVI purposes courses must have at least 15 hours of scheduled learning and teaching.)*
* ***Overall course assessment methods\****
* **Any particular terms (i.e. variants from normal regulations)\*.** This should not apply to existing students unless approved by RFC.
* Any changes to the programme specification
 |
| End of February- 6 months in advance (for implementation in September) | * Confirm suspension of courses
* Confirm course closures
 |
| End of June (for implementation in September) | * Module summary
* Module Aims
* Module Learning Outcomes
* What and how you will learn on this module
* Breakdown of Teaching and Learning Hours on a module.
* Assessment methods on a module.
* Retake assessment arrangements
* Achieving a pass
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**\*** These changes are to ‘material information’ as identified by the Competitions and Markets Authority (CMA). The CMA define ‘material information’ as “information that the average consumer needs, according to the context, to take an informed transactional decision”. The CMA guidance states that ‘material information must be provided to prospective students before they decide which courses and HE provider to apply to. Any changes to ‘material information’ that are not brought to prospective students’ attention at the earliest opportunity could amount to a misleading omission.