

## Guidance for Modifications

### What is the need for modification

Modifications can be submitted for existing credit-bearing courses, or the modules within them. Modifications cannot be submitted for amendments which would affect the Course Educational Aims, Course Learning Outcomes, or the introduction of new named routes. These type of amendments would need to go through the revalidation process. Addition of new modules would also be deemed a modification. Examples of changes that require a modification to be made are given in the Modifications Matrix in the appendix. Modifications can only be implemented at the beginning of the next academic session.

### Source of Modification

Student Voice - Student /Staff Course Liaison Groups, LOOP, Module Evaluation;  
Assessment Dialogue;  
External Examiner Comments;  
PSRB requirements;  
Continuous Monitoring Process.

### Modification Deadline

Proposals to introduce or close modules must be received by the end of December prior to the next delivery of the course. The deadline for interim modifications to existing modules, for example, changes to assessment methods is the June prior to the next delivery of the course. The process needs to be completed by this date i.e. approved by FQAC.

### Areas for Consideration

Compliant with Academic Blueprint (UG), Assessment Tariff, PSRB requirements;  
Consultation with Ethics Champion;  
Consultation with Collaborative Partners affected by change;  
Consultation with all course/module leaders affected by change;  
Approval by Academic Manager.

Modification proposal – supporting documentation be completed

Course/Module Leaders must submit proposed modifications for approval by completing a New Module, Course and Module Minor Modifications form available on Faculty Sharepoint sites. Once complete these should be submitted throughout the year to the next available FQAC meeting.

This form requires the following supporting evidence.

Course Level – Amended Course Specification (with tracked changes) and Amended Course Learning Outcomes Matrix.

Module Level – Amended Module Specification (with tracked changes), new module specification (if a new module), amended course learning outcomes matrix;

Evidence of External Examiner Agreement (where appropriate);

Evidence of student consultation (e.g. blackboard announcement, SSCLG minutes);

Head of School or nominee sign off.

FQAC Decision

Approve - FQAC decision is communicated by the QAE team to the proposer, QAE update ICIS and Quercus.

Refer - FQAC decision is communicated by the QAE team to the proposer for amendment.

Reject - FQAC decision is communicated by the QAE team to the proposer.

## Modifications Matrix

	Change to	Approval Process	Approval level	Who needs to know following approval	Record Update	Inform or Consult Students
1.	Reading List/ Bibliography	None	None	<ul style="list-style-type: none"> <li>Students</li> <li>Library</li> </ul>	<ul style="list-style-type: none"> <li>Handbook</li> <li>Module Specification (ICIS)</li> <li>Central Modification Register</li> </ul>	Inform current students
2.	Assessment (Description)	None	None	Students	<ul style="list-style-type: none"> <li>Module Specification</li> <li>Central Modification Register</li> </ul>	Inform current students
3.	Learning and Teaching Hours	None	None	Students	<ul style="list-style-type: none"> <li>Module Specification</li> <li>Central Modification Register</li> </ul>	Inform current students  For RWCMD only: Inform current students and applicants
4.	Module Revalidation	Approval by: <ul style="list-style-type: none"> <li>Course/module leader(s)</li> <li>Academic Manager</li> <li>Head of School</li> <li>External Examiner</li> <li>Collaborative partners</li> <li>Adopting Faculties</li> </ul>	FQAC/CQAC approval of modification	<ul style="list-style-type: none"> <li>Students</li> <li>External Examiner</li> <li>Student Administration Team</li> <li>RWCMD Academic Services</li> <li>Adopting Faculties</li> <li>Strategic Leads Amendment Group</li> </ul>	<ul style="list-style-type: none"> <li>Course Handbook(s)</li> <li>Module and Course Specifications (ICIS)</li> <li>Blackboard</li> <li>Central Modification Register</li> </ul>	Inform current students

	<b>Change to</b>	<b>Approval Process</b>	<b>Approval level</b>	<b>Who needs to know following approval</b>	<b>Record Update</b>	<b>Inform or Consult Students</b>
<b>5.</b>	Module Aims	Approval by : <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> </ul>	FQAC/CQAC approval of modification	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> </ul>	Inform current students
<b>6.</b>	Module Learning Outcomes	Approval by: <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> </ul>	FQAC/CQAC approval of modification	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> </ul>	Consult current students
<b>7.</b>	Assessment (Tariff)	Approval by : <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> </ul>	FQAC/CQAC approval of modification	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> </ul>	Inform current students

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<b>8.</b>	Assessment (Category/ Type/ Weighting)	Approval by : <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> </ul>	FQAC/CQAC approval of modification	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> </ul>	Inform current students
<b>9.</b>	Adding/removing a module to a course structure	Approval by: <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> </ul>	FQAC/CQAC approval of modification	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> <li>• Strategic Leads Amendment Group</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with current students</li> <li>• Inform applicants</li> </ul>
<b>10.</b>	Changing the status of a module within a course structure	Approval by: <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> </ul>	FQAC/CQAC approval of modification	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> </ul>	<ul style="list-style-type: none"> <li>• Consult current students</li> <li>• Inform applicants</li> </ul>

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<b>11</b>	Proposing a new module	Approval by: <ul style="list-style-type: none"> <li>Course/module leader(s)</li> <li>Academic Manager</li> <li>Head of School</li> <li>External Examiner</li> <li>Collaborative partners</li> <li>Adopting Faculties</li> </ul>	FQAC/CQAC approval of modification	<ul style="list-style-type: none"> <li>Students</li> <li>External Examiner</li> <li>Student Administration Team</li> <li>RWCMD Academic Services</li> <li>Adopting Faculties</li> <li>Strategic Leads Amendment Group</li> </ul>	<ul style="list-style-type: none"> <li>Course Handbook(s)</li> <li>Module and Course Specifications (ICIS)</li> <li>Blackboard</li> <li>Central Modification Register</li> </ul>	<ul style="list-style-type: none"> <li>Consult current students</li> <li>Inform applicants</li> </ul>
<b>12</b>	Changes to approved course specific regulations as approved at validation such as PSRB requirements	Approval by: <ul style="list-style-type: none"> <li>Course/module leader(s)</li> <li>Academic Manager</li> <li>Head of School</li> <li>External Examiner</li> <li>Collaborative partners</li> <li>Adopting Faculties</li> </ul>	FQAC/CQAC approval of modification	<ul style="list-style-type: none"> <li>Students</li> <li>External Examiner</li> <li>Student Administration Team</li> <li>RWCMD Academic Services</li> <li>Adopting Faculties</li> <li>Strategic Leads Amendment Group</li> </ul>	<ul style="list-style-type: none"> <li>Course Handbook(s)</li> <li>Module and Course Specifications (ICIS)</li> <li>Blackboard</li> <li>Central Modification Register</li> </ul>	Inform current students
<b>13</b>	Course Title	Approval by: <ul style="list-style-type: none"> <li>Course/module leader(s)</li> <li>Academic Manager</li> <li>Head of School</li> <li>External Examiner</li> <li>Collaborative partners</li> <li>Adopting Faculties</li> <li>FQAC/CQAC</li> </ul>	Major Modifications Committee	<ul style="list-style-type: none"> <li>Students</li> <li>External Examiner</li> <li>Student Administration Team</li> <li>RWCMD Academic Services</li> <li>Adopting Faculties</li> <li>Strategic Leads Amendment Group</li> <li>Collaborative Partners</li> </ul>	<ul style="list-style-type: none"> <li>Course Handbook(s)</li> <li>Module and Course Specifications (ICIS)</li> <li>Blackboard</li> <li>Central Modification Register</li> <li>Course web pages</li> </ul>	<ul style="list-style-type: none"> <li>Consult current students</li> <li>Inform applicants</li> </ul>

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<b>14</b> .	Course Aims	Approval by: <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> <li>• FQAC/CQAC</li> </ul>	Major Modifications Committee	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> <li>• Strategic Leads Amendment Group</li> <li>• Collaborative Partners</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Consult current students</li> <li>• Inform applicants</li> </ul>
<b>15</b> .	Course Learning Outcomes	Approval by: <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> <li>• FQAC/CQAC</li> </ul>	Major Modifications Committee	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> <li>• Strategic Leads Amendment Group</li> <li>• Collaborative Partners</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> </ul>	<ul style="list-style-type: none"> <li>• Consult current students</li> <li>• Inform applicants</li> </ul>

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<b>16</b> .	Pathway(s)	Approval by: <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> <li>• FQAC/CQAC</li> </ul>	Major Modifications Committee	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> <li>• Strategic Leads Amendment Group</li> <li>• Collaborative Partners</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Consult current students</li> <li>• Inform applicants</li> </ul>
<b>17</b> .	Mode of Study	Approval by: <ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> <li>• FQAC/CQAC</li> </ul>	Major Modifications Committee	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> <li>• Strategic Leads Amendment Group</li> <li>• Collaborative Partners</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Inform current students</li> <li>• Inform applicants</li> </ul>



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<b>18</b> .	Adding an Exit Award	<ul style="list-style-type: none"> <li>• Course/module leader(s)</li> <li>• Academic Manager</li> <li>• Head of School</li> <li>• External Examiner</li> <li>• Collaborative partners</li> <li>• Adopting Faculties</li> <li>• FQAC/CQAC</li> </ul>	Major Modifications Committee	<ul style="list-style-type: none"> <li>• Students</li> <li>• External Examiner</li> <li>• Student Administration Team</li> <li>• RWCMD Academic Services</li> <li>• Adopting Faculties</li> <li>• Strategic Leads Amendment Group</li> <li>• Collaborative Partners</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Course Handbook(s)</li> <li>• Module and Course Specifications (ICIS)</li> <li>• Blackboard</li> <li>• Central Modification Register</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Inform current students</li> <li>• Inform applicants</li> <li>•</li> </ul>