|  |  |
| --- | --- |
| **Curriculum Modification Form**  For use with university-wide modifications | **Further information:**  [DAQ Guide to Curriculum Modification](https://www.dmu.ac.uk/About-DMU/Quality-management-and-policy/daq/programme-approval-management.aspx)  [Guidance and Forms](http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/programme-approval-and-management/programme-approval-management-guidance-forms.aspx) |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Form completed by:** |  | | | **Date completed:** | | |  |
| **SECTION 1** | **Curriculum to be Modified** | | | | | | |
| Module code(s) |  | | Module title(s) | |  | | |
| Programme code |  | | Programme name | |  | | |
| Faculty |  | | **PMB/SEB/SAC** | |  | | |
| **Date effective from** |  | | **Will this affect current students?** | |  | | |
| **Other curricula affected by the change** (indicate other programmes/faculty/campus that utilise the curriculum)**:** | | | | | | | |
| **SECTION 2** | **Details of the Modification/s** | | | | | | |
| **Overview of the amendment(s):** Please tick all that apply | | | | | | | |
| Programme/module title | | Addition of module(s) | | | | Level of study | |
| Programme Outcomes | | Removal of module(s) | | | | Credit value | |
| Award | | Mode of Delivery | | | | Assessment methods | |
| Programme regulations | | Location | | | | Assessment volume | |
| Change in status of modules  *(core, optional, pre-requisite)* | | Module Outcomes | | | | Assessment weightings | |
| Other / Further information (please describe below) | | | | | |
| In this section, please detail the change that you are proposing eg ‘removing module X from level 5 of X programme’ | | | | | | | |

|  |  |
| --- | --- |
| **Specification(s) (template) submitted highlighting the change(s)**  \*Track-changed module/programme specification documents must be submitted with this form\* | **Y / N** |
| **Rationale for why the change is taking place:** | |
| **What is changing, and why?** | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | |
| **SECTION 3a** | | **Module Introduction** | | | | | | | | | | | | | |
| **Effective from** | |  | | | | | | | | | | | | | |
| **Module code(s)** | | **Module title(s)** | | | | **Level & credit value** | | | | **Owning faculty** | | | | | |
|  | |  | | | |  | | | |  | | | | | |
| **Further rows can be added below as needed** | |  | | | |  | | | |  | | | | | |
| **SECTION 3b** | | **Module removal** | | | | | | | | | | | | | |
| **Module code(s)** | | **Module title(s)** | | | | **Level & credit value** | | | | **Owning faculty** | | | | | |
|  | |  | | | |  | | | |  | | | | | |
| **Further rows can be added below as needed** | |  | | | | | | | | | | | | | |
| **Do other programmes use this module?** | | Yes  No  *If yes, and other programmes are affected (within and/or outside the faculty), you will need to consult with the relevant programme leaders/faculties and detail this consultation in Section 4.* | | | | | | | | | | | | | |
| **SECTION 4** | | **Supporting Documentation** [**(see guidance notes section 4)**](#Section4) | | | | | | | | | | | | | |
| **PMB/SAC approval or PMB/SAC chair’s action** | | Minute Ref: | | | | | | | | | | | **Date** |  | |
| **Evidence of consultation with others impacted by the modification**  Programme leader (where not the proposer of the modification), Other faculties/Partners/Educational Partnerships /Leicester International Pathway College/GPU | | | | |  | | | | | | | | **Date** |  | |
| **External Examiner Consultation (and External Subject Adviser for Validation Service partners)** | | | | |  | | | | | | | | **Date** |  | |
| **Evidence of consultation with students** ([See guidance notes section 4](#Section4)) | | | | |  | | | | | | | | **Date** |  | |
| **How have you considered the CMA guidance and your responsibilities?** | | | | |  | | | | | | | | **Date** |  | |
| **Consultation with Timetable Office** | | | | |  | | | | | | | | **Date** |  | |
| **Accreditor/PSRB Agreement** | | | | |  | | | | | | | | **Date** |  | |
| **Is this module/programme part of a Higher or Degree Apprenticeship?**  [(See guidance below)](#Apprenticeships) | | | | |  | | | | | | | | **Date** |  | |
| **Have you considered the UDL principles in your changes?** | | | | |  | | | | **Have you completed the table on the module specification for expected methods of delivery showing learning hours?** | | | |  | | |
| **Have you considered the availability of learning resources for students requiring reassessment?** | | | | |  | | | | | | | | | | |
| **SECTION 5** | | **Approval** (Associate Professor (Quality) or Head of Quality/DARC/FAC/VSB use only) | | | | | | | | | | | | | |
| **DARC/FAC/PMB for Validation Service** | Y / N | | **Date** |  | | | **Chair’s Action** | | | | Y / N | **Date** | | |  |
| **Associate Professor (Quality) or Chair of VSB (name/signature)** | | | |  | | | | | | | | | | | |
| **OUTCOME** | | | **DETAILS** | | | | | | | | | | | | |
| **Approved** | | |  | | | | | | | | | | | | |
| **Approved** (subject to further action)\*\* | | |  | | | | | | | | | | | | |
| **Rejected** | | |  | | | | | **Revalidation needed** | | | | |  | | |
| **DARC/FAC/VSB comments** | | |  | | | | | | | | | | | | |
| **\*\*Final sign off by Associate Professor (Quality) or Chair of VSB** | | |  | | | | | | | | | | | | |
| **Programme Leader to notify:** | | | Programme Administrators (to update SAP)  Faculty Marketing team (to update website)  Applicants (when major change has been approved or material information affected– this should be communicated to faculty admissions to write to the applicants)  Future cohorts of students (where consultation has happened or they are affected by change to what was previously advertised)  Current students (if applicable)  Department of Academic Quality when change affects a collaborative partner | | | | | | | | | | | | |

**Notes on completing the form**

See page 1 for links to the Department of Academic Quality Guide and forms.

**If you have any queries regarding the completion of the form, please contact your Faculty Associate Professor (Quality)/Head of Quality, relevant faculty administrator or the Department of Academic Quality for advice.**

The form may be completed for one or more changes to the curriculum. For example, if you have several modules to which the same modification is being made, these can be made on one form. If you have changes to a programme which as a consequence involve changing some of the modules which constitute that programme, these can also be made on one form.

**SECTIONS 1 to 4** should be completed by the proposer of the modification(s).

**Section 2** relates to the changes being made to the curriculum. It is important when explaining the changes that you are explicit about how the provision is now, and how it is going to change. For example ensure that you clearly state both the old title and new title of a module if it is changing.

It is essential that proposed changes are articulated using the current module/programme specification document. This document must be provided alongside the Curriculum modification form, with ‘track changes’ enabled to demonstrate the edits to the document. If you have not downloaded the document directly from the academic database yourself, check with your faculty office to ensure you have the most recent version.

Include a list of all other programmes and/or modules which may be affected by the change(s) you are making, including those outside your Faculty. For example if you are changing the title and assessment of a module, please list all programmes which use the module.

**Section 3** needs to specify if a module is being removed from one or more programme(s), but remains available for other programmes, or if it requires full removal from SAP (mark SAP on proforma, this will remove it from the university offering).

**Section 4** should identify what consultation has taken place. Please indicate who has been consulted, when, and summarise their comments if appropriate. Written or emailed evidence can be attached to the completed form, where appropriate.

**You should consult your external examiner(s) in all changes to the curriculum prior to the change going to DARC/FAC.**

If changes will affect students already enrolled or pre-enrolled upon the programme/module(s), their views must be sought and applicants should be updated of changes made before they commence their studies. If future queries arose relating to your modification, you would need to provide evidence of student consultation/consent.

For resits without attendance, please confirm you have taken steps to ensure that learning materials (including DMU Replay recordings) will be available to resit students following the modification.

**Apprenticeships**

If the module or programme is currently used within an apprenticeship, please ensure that any change to programme outcomes/module learning outcomes map to the knowledge, skills and behaviours in the [apprenticeship standard](https://www.instituteforapprenticeships.org/apprenticeship-standards). If the change is related to an End Point Assessment (EPA) module, please ensure it complies with the apprenticeship’s assessment plan.

The University is subject to consumer rights legislation in relation to the accuracy of information we provide to applicants and students about their programme, including information about programme content and structure.  Please refer to the [Competition and Markets Authority guidance to HE providers](https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers) on consumer rights legislation for more information if necessary.

**Section 5** should be completed by the Faculty Associate Professor (Quality)/Head of Quality or **relevant faculty administrator.**