Arden University Quality Assurance Document QA 54 – Minor Modifications to existing programme Pro-Forma

Types of Modification and Other Proposals Encompassed

As a general rule, modifications and proposals will normally belong to one (or more) of the categories which are shown in Arden University's Validation Handbook along with a description of the documentation requirements, approval processes and administrative tasks following approval.

Advice and Guidance

Because of the range of possible changes, proposers should seek advice and guidance at an early stage on the precise requirements in particular cases from the Head of Quality. Modifications to existing programmes will normally take effect from the quarterly delivery cycle, or semester, following that in which they were approved unless specified otherwise. Modifications will normally arise as a result of module review and feedback, course committee meetings, student satisfaction questionnaires, external examiner or professional body input, examination board recommendations or other elements of the annual monitoring or internal review processes. Currently enrolled students who will be affected by modifications must be informed of the changes in writing and should have been consulted prior to the proposal of any change by the most appropriate means given the nature, scale and impact of the change. Students are not required to consent to changes as it is a general condition of admission to a programme of study at Arden University that modifications may be made. However, proposers should take care that changes are well-conceived, justifiable and contribute towards maintaining and enhancing academic standards and the quality of students' learning opportunities. Should a programme be the subject of a series of proposed modifications within its current approval period which together materially affect more than fifty percent of the programme as experienced by students, then the programme will normally be subject to re-validation. Such cumulative change is monitored by the Head of Quality.

Whilst Course Committees must approve modifications prior to their submission, it is important to note that no change can be considered as validated until all approval processes described in the Validation Handbook are completed.

Documentation Requirements

Type A (major) modifications

Major modifications of types A2 – A3 normally require a Course Amendment Form to seek prior planning approval. Thereafter, documentation requirements are noted in the Validation Handbook.

Type B, C and D (minor) modifications

There is a single proforma to assist in the presentation of minor modifications to existing programmes. Additional documentation normally includes (both the current and the proposed

revised or new) module specifications, proposed revised programme specification document and any minutes of Course Committee or other Committee discussion and approval. Any further information which will assist the approval process should be included as supporting documentation.

Approval Processes

The type of approval process involved for modifications depends upon the nature and scale of the changes proposed, as detailed in the Validation Handbook. In all cases, however, approval is considered to be equivalent to validation of the changes and whichever group or individual is responsible for considering a proposal, they will employ the relevant criteria, as appropriate to the nature and scale of the changes. The validation criteria to be addressed in any proposal will therefore need to be similarly considered by the proposers. Because many proposed modifications often encompass more than one type of change it is the responsibility of proposers to seek prior advice and guidance on the nature of the approval process by consulting with the Head of Quality.

Minor Modifications to Programmes that have not yet launched

Where a programme has been validated, but a minor change is proposed before its launch, this will normally be considered by the chair of the relevant validation panel, who will determine whether it is appropriate to consult with the external subject expert validation panel members. The validation panel chair will then make a recommendation to the Academic Board as to whether the minor modification should be approved. The Academic Board has the authority to approve such changes.

PROPOSAL FORM FOR MINOR MODIFICATIONS TO EXISTING PROGRAMMES AND MAJOR MODIFICATIONS TO EXISTING MODULES

This form and any necessary supporting documentation should be processed and authorised through the stipulated approval processes, prior to a copy of all necessary papers being sent to the Head of Quality for administration purposes. Proposers should consult the Validation Handbook for information about requirements. Further guidance may be sought from the Registrar.

Award and Programme Title:	
Programme Leader:	
Changes proposed by:	
Date change(s) to take effect:	

PART 1 – SUMMARY OF CHANGE(S) REQUESTED	
What total amount of credit is affected by the change(s) being proposed?	
If the change(s) relate(s) to the whole of the programme rather than to individual component modules, then state below the nature and scope of the change(s). Note that all changes must be consistent with Arden University or any other awarding body regulations.	

For each module below mark the appropriate box(es) to indicate the proposed change(s)														
Module Code and Title	**B1**	**B2**	**B3**	**B4**	**B5**	**B6**	**B7**	**C1**	**C2**	**C3**	**C4**	**C5**	**D1**	**E**

For each module below mark the appropriate box(es) to indicate the proposed change(s)													
Module Code and Title	**B1**	**B2**	**B3**	**B4**	**B5**	**B6**	**B7**	**C1**	**C2**	**C3**	**C4**	**C5**	**D1**	**E**

Key to categories of change:

B1. New core or optional module **(including change of title*)**

B2. Core/optional status of existing module

B3. Credit rating of existing module*

B4. Pre-requisite rule for existing module

B5. Level of existing module

B6. Deletion of existing module

B7. Type C changes above one-third threshold

C1. Aims of existing module

C2. Learning outcomes of existing module

C3. Assessment criteria for existing module

C4. Assessment methods for existing module

C5. Assessment weightings for existing module

D1. Teaching/contact hours

E. Other change to module not included above **(please specify below)**

*Note that a change of module title and/or credit rating necessitates the creation of a new module with a different code because the original module must remain so that it will be available for reports and transcripts in the future. To obtain a new module code, please contact Head of Quality.

PART 2 – RATIONALE FOR MODIFICATION(S)

Provide a precise rationale for the proposed changes, either on a '*module by module*' or '*category of change*' basis, whichever is most effective.

PART 3 – CONSULTATION – EXISTING COURSES ONLY

Changes have been agreed by the following as appropriate to the nature of the change(s):

(a)	Host course committee for programme or module(s) subject to change	Y/N
If yes, please state the date of the committee meeting at which approval was minuted.		
(b)	Course committee(s) for all other programme(s) affected by the change(s) through their current or proposed adoption of any module(s) encompassed by this proposal:-	Y/N
If yes, please state the name of the committee(s) and the date(s) of the committee meeting(s) at which approval was minuted.		
Committee		Date
(c)	External Examiner(s)/Moderator(s) (where applicable):	Y/N/NA

Name of Examiner(s)	

(d) Collaborative partner(s) (where applicable):	Y/N/NA
If yes, provide confirmation that the proposed modifications have been discussed with any partner(s) supporting the delivery of the programme, list the partners and confirm how they are able to accommodate the change(s) satisfactorily.	

(e) Head of IT or their representative (where the change(s) have any implications for systems or other IT resources	Y/N/NA
If yes, provide details of the implications and how they will be accommodated.	

PART 4 – RESOURCES

If there are any staffing/physical/learning resource issues resulting from the change(s), then state the nature of these here and how they are to be resolved.

PART 5 – EXTERNAL BODY INVOLVEMENT

Following Arden University approval of these changes, if there is any external validating, awarding or professional body which needs to approve them, then name the body or bodies here:

PART 6 – DOCUMENTATION

Programme Specification enclosed?	Y/N/NA

Note that a revised Programme Specification Form will usually be necessary, along with any affected curriculum outcomes, skills and assessment maps. New, current and revised module specifications must always be provided as appropriate. **You must highlight on old and new programme specs/maps what is new and/or what has changed.**

Supporting Documentation enclosed?	Y/N/NA

You should provide other supporting documentation, as specified in the Validation Handbook for each type of change. Requirements which are common to most changes include (a) the current module specification, if applicable; (b) external examiner/moderator comment on the proposed modification(s), where applicable; (c) any available minutes of discussion and approval at Programme level, as appropriate to the nature of the change(s) requested. **You must highlight on old and new module specs what is new and/or what has changed.**

PART 7a – APPROVAL – EXISTING PROGRAMMES ONLY

Proposal approved by:

Chair of Course Committee or nominee

_____ (signature) _____ (date)

Following approval please ensure that a copy of the proposal and all supporting documentation is sent to the Head of Quality.

PART 7b – APPROVAL – VALIDATED PROGRAMMES THAT HAVE NOT YET LAUNCHED	
Validation Panel Chair	
Date of Validation Panel event	
For completion by the Validation Panel Chair: Is it necessary/appropriate to seek the views of the external subject expert panel member(s) prior to the approval of this modification?	Y/N
If yes, Academic Affairs to add the names of relevant external panel members:	

Name	Change Approved?
	Y/N
	Y/N
	Y/N

PART 8– ADMINISTRATION
Changes recorded by Head of Quality and submitted to Student Support Management by: _____ (name) _____ (date) Module specification(s) published on ilearn by: _____ (name) _____ (date) Revised Programme Specification Document published on Arden University website by: _____ (name) _____ (date)