



Higher Level 4/5

Guidelines for Modification to a Programme 2024-25

1. Introduction

A modification is a change to a programme of study for which primary responsibility, for considering and approving the modification, rests with the HE Committee and the Assistant Principal for Curriculum and Quality. Modifications to programmes are categorised for procedural purposes as “minor” or “major”. These categories are described in more detail in section 2, which will help to determine which category a modification falls into.

All modifications should be considered and authorised to proceed by the Subject Head of Area (via the Assistant Principal for Curriculum and Quality and the HE Committee).

For Minor Modifications, the Assistant Principal for Curriculum and Quality will

necessary processes are in place to ensure that they agree with the changes that are being developed.

2.1 Minor Modifications

The following changes to programmes are examples of acceptable minor modifications. The timeliness of the changes should be within the timeframe that ensures prospective and current students are not affected or if they are affected there are clear plans to ensure that they are consulted with. Minor Modifications are approved by the HE Academic Quality Leader via the HE Committee or the HE Committee:

- the addition of individual option modules for a future cohort of students, where this does not affect the overall intended learning outcomes as defined in the programme specification;
- changes to the modules (e.g. to reflect a different emphasis brought to the module by a new or different member of teaching staff or to reflect developments in learning, teaching and assessment methods, or to reflect curriculum and content developments), where these do not affect the overall programme learning outcomes or the balance of assessment methods i.e. coursework/written examinations/practical examinations or the broad learning and teaching methods (i.e. scheduled learning and teaching activities, placement or guided independent study) as defined in the programme specification;
- changes to the mode of delivery of a module or modules (e.g. the replacement of lectures with seminars), where these do not affect the summary statement in the programme specification relating to the teaching and learning methods for that programme or the intended learning outcomes;
- change of the module tutor/programme leader/department delivering the module.
- rewording of a learning outcome as advised by the external examiner to provide greater clarity to the students.

2.2 Major Modifications

The following changes to programmes normally constitute major modifications. The timeliness of the changes must be within the timeframe that ensures prospective and current students are either not affected or are consulted and informed about changes that affect them. Major modifications need to be approved by the Assistant Principal for Curriculum and Quality and the HE Academic Quality Leader and may require an extraordinary meeting of the HE Committees Panel to provide academic oversight for the proposed changes:

- the addition of core modules;
- the withdrawal of modules;
- Changes to module title(s);

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