*Pro forma for proposing substantive changes to modules, programmes, or regulations*

|  |  |  |
| --- | --- | --- |
| 1. Proposed change for | Choose an item. | |
| 1. Name and code of module or name and UCAS code of programme | Module name and code | |
| 1. Lead School | Choose an item. | |
| 1. Collaborating School | Choose an item. | |
| 1. Name of module or programme leader | Programme/module name | |
| 1. Timescale for implementation of changes | Choose an item. | Choose an item. |
| 1. Change type, select all that apply | **Minor Changes** | **Substantive Changes** |
| Aims  Indicative content  L&T  Contact hours  Teaching staff  EDI  Student numbers | Module code  Mode of study  Delivery location  Pre/co/anti-requisites  ILOs  Assessment (state changes in Section 8) |
| Other, please state in 250 words or less:  Click or tap to type | |
| 1. Assessment changes (add rows as required) | **Proposed assessment** | **Current assessment** |
|  |  |
|  |  |
|  |  |
|  |  |
| 1. Change type, select all that apply and state change in brief below. | **Minor Changes** | **Substantive Changes** |
| Module/programme lead  Administrative lead | Module/programme title  Credits  Level  Trimester  Entry requirements  Schedule of modules  Withdrawal  Suspension |
| 1. Please list change in brief | **Change To:** | **Change From:** |
| e.g. Module title: Basket Weaving | e.g. Module title: Container Construction |
| e.g. Schedule of modules: BW12345 Basket Weaving | e.g. Schedule of modules: BW12345 Container Construction |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 1. If withdrawing a module has the schedule of modules been changed on the associated programmes, and is all paperwork attached? | Choose an item. | |
| If no, please state succinctly why:  Paperwork not attached because... | |
| 1. If withdrawing a programme has a consultation with PAG occurred? | Choose an item. | |
| If no, please state succinctly why: | |
| 1. Consultations | Teaching staff  Students  Professional Services | AD QAS  AD L&T  Director QAS |
| Please elaborate on the consultation process:  Students/AD QAS/teaching staff consulted on DD/MM/YY... | |
| 1. Identification of any risks associated with the proposed changes, including Competitor Marketing Authority (CMA) information |  | |
| 1. Proposed arrangements for any affected students and prospective students |  | |
| 1. Date of School approval | Click or tap to enter a date. | |
| 1. AD QAS signature |  |  |