|  |  |  |  |
| --- | --- | --- | --- |
| **1. PROGRAMME LEVEL CHANGES** | | | |
| **Type of Change** | **Will affect Prospective Students** | **Will affect Existing Students**  **during current academic year** | **Will affect Existing Students**  **in next or subsequent academic year** |
| Suspension of programme  Termination of Programme | UG  During year prior to entry: High risk therefore will not be permitted.  Before this where there are deferred entry applicants holding offers: High risk therefore will not be permitted.  PG  Can do in year prior to entry only if there are no offer holders | Would result in breach of T&Cs of Study. High risk therefore will not be permitted. | Would result in breach of T&Cs of Study. High risk therefore will not be permitted. |
| Programme award/title | Material Change:  As above for *Suspension or Termination of programme*  Minor Change can do during year prior to entry – but need to inform applicants | Would result in breach of T&Cs of Study. Only do with agreement of all students affected. | Would result in breach of T&Cs of Study. Only do with agreement of all students affected. |
| Admissions criteria | Post publication in hard copy prospectus: High risk therefore will not be permitted.  Before this where there are deferred entry applicants holding offers: High risk therefore will not be permitted. | n/a | n/a |
| Programme length  Mode or timing of delivery  egs change to/from distance learning/block teaching | Post publication in hard copy prospectus: High risk therefore will not be permitted.  Before this where there are deferred entry applicants holding offers: High risk therefore will not be permitted. | Would result in breach of T&Cs of Study. Only do with agreement of all students affected. | Would result in breach of T&Cs of Study. Only do with agreement of all students affected. |
| **Type of Change** | **Will affect Prospective Students** | **Will affect Existing Students**  **during current academic year** | **Will affect Existing Students**  **in next or subsequent academic year** |
| Progression criteria  Criteria for degree calculation  Content Changes:   * Aims * Intended learning outcomes * Withdrawal/replacement of core modules (+ scale of change) * Withdrawal/replacement of option modules (+ scale of change)   *Note: A reduction in the proportion of option modules is a material change*   * Significant number of changes to programme content (‘Significant’ will need to be defined) | If advantageous to students can do. If not advantageous, cannot do after start of admissions cycle | If advantageous to students can do. If not, only with agreement of affected students | If advantageous to students can do. If not, only with agreement of affected students |
| **2. MODULE LEVEL CHANGES** | | | |
| **Type of Change** | **Will affect Prospective Students** | **Will affect Existing Students**  **during current academic year** | **Will affect Existing Students**  **in next or subsequent academic year** |
| Title | Can make change if does not impact on overall aims and intended learning outcomes of programme. | If affects fundamental nature can do but only with agreement of affected students. Otherwise can make change without consulting students | If affects fundamental nature can do but only with agreement of affected students. Otherwise can make change without consulting students |
| Credit weight  Change to availability of module to certain groups  Mode of delivery (to/from block taught or distance learning)  Change to SAP restriction  Change to method of retrieving module  Delivery period  Teaching and Learning activity  Accessibility | Can make If does not affect fundamental nature of programme | If affects fundamental nature can do but only with agreement of affected students. Otherwise can make change without consulting students | If affects fundamental nature can do but only with agreement of affected students. Otherwise can make change without consulting students |
| **Type of Change** | **Will affect Prospective Students** | **Will affect Existing Students**  **during current academic year** | **Will affect Existing Students**  **in next or subsequent academic year** |
| Aims + intended learning outcomes  Contents field of module spec (not contents of module)  Method of assessment  Weighting of assessment  Timing of assessment | If does not affect fundamental nature can make change | If affects fundamental nature can do but only with agreement of affected students. Otherwise can make change without consulting students | If affects fundamental nature can do but only with agreement of affected students. Otherwise can make change without consulting students |
| Module Capping | *Requires University principle* |  |  |

**Note:** When making changes Schools need to be mindful of the risks associated with making changes to programmes and modules and the potential requirement to offer students compensation.

V2 February 2017