**Proposal for an Immediate Change to a Module or Programme**[[1]](#footnote-1)

*Approval in principle should be gained (see section 1.4) before any consultation is undertaken with students, Schools or Professional Services.*

**1.1 Details of proposed changes** (please expand the boxes below as necessary)

|  |
| --- |
| 1. Name of School and School contact: |
| 2. Request to change: **Module Specification / Programme Specification**  (Please delete as required) |
| 3. Which Module(s) and Programme(s) does this affect?  If any modules are affected, are they core or optional modules? |
| 4. Outline of changes to be made (attach module specification and/or programme specification with proposed changes either hand annotated or tracked)  |
| 5. Reason(s) for the request |
| 6. Does this impact on other Schools or Professional Services? If so, explain how and any mitigating actions the School intends to propose (consultation with Schools or Professional Services should only be undertaken once approval in principle has been gained (section 1.4))  |
| 7. Is a consultation required with students/potential students?[ ]  Yes. Please explain the impact on students and any mitigating actions the School intends to propose to students (consultation with students should only be undertaken once approval in principle has been gained (section 1.4)) [ ]  No. Please explain detail why not. |

**1.2 Documentation**

The AD(E&SE) and Dean (if approval required) should be sent:

* the proposal form
* module specification and/or programme specification with proposed changes either hand annotated or tracked
	1. **School Approval**

Associate Dean (E&SE) Signature: ………………………….…. Date: …………………………

Dean of School Signature: …………………………….. Date: …………………………

(only required if there are resource commitments arising from the change)

**1.4 Outcome of Initial Consideration**

The Chair of Curriculum Sub-Committee (or nominee). The Secretary will notify the School of one of the following possible outcomes:

**Approval in Principle**

Formal consultation should now be undertaken with students / Schools / Professional Services, and a response submitted to the Secretary to CSC, using the forms in Appendix 1 and 2.

**Formal approval**

Students / Schools / Professional Services do not need to be consulted. The change can be implemented.

**Not approved**

Proposed change not permitted.

**1.5 Outcome of Formal Consideration** (following consultation with students)

The outcome of consultation with students / Schools / Professional Services will be considered by the Chair of Curriculum Sub-Committee or nominee. Where at least one student is not in agreement with the proposed change, or where a Schools or Professional Services raises an objection. the proposal will be considered by Curriculum Sub-Committee or via Chair’s action. The Secretary will notify the School of one of the following possible outcomes:

**Formal approval**

The change can be implemented

**Not approved**

Proposed change not permitted

Nov 2022

**Appendix 1**

**Proposal for an Immediate Change to a Module or Programme**

**Consultation with School(s) and Professional Services**

Proposals to make immediate changes in either module specifications or programmes should include evidence of adequate consultation within the University.

Consultation is required with:

* Schools whose programmes are affected
* The Pilkington Library if affected (Emma Walton, Director of Library Services)
* IT Services if affected (Clive Woodhouse, Head of Academic and Business Partnering – on behalf of the Director)
* Facilities Management, if affected
* Timetabling (Chris Poole & Katherine Hollingsworth)
* Enhanced Academic Practice

PLEASE allow the above Schools and Professional Services adequate time to read your proposal and complete this form.

The originating School should complete (1), (2) and (3), and ask the AD(E&SE) of each School or Professional Service contact consulted to complete the section below.

(1) **SUBJECT OF PROPOSALS:**

(2) **ORIGINATING SCHOOL:**

(3) **SCHOOL/SERVICE CONSULTED ABOUT THE PROPOSALS:**

The AD(&SE)/ Professional Service contact consulted should sign below to confirm that adequate consultation has taken place with the School/Service (This will not be taken to imply that agreement has necessarily been reached).

**SCHOOL/PROFESSIONAL SERVICE CONSULTED:**

**Aspects on which the School or Professional Service has been consulted:**

**Any comments by the AD(E&SE) or Professional Service contact consulted:**

**Signature of AD(E&SE) or Professional Service Contact:** ……………………………………….

 **DATE:** ………………………………

**Appendix 2**

**Proposal for an Immediate Change to a Module or Programme**

**Consultation with students**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Consultation with students should only be undertaken once approval in principle has been given to the proposed change by the Chair of Curriculum Sub-Committee.

With reference to the document [Consumer Law and Higher Education: A Guide for Loughborough University Staff Involved in Student Recruitment and Programme and Module Changes](https://internal.lboro.ac.uk/info/media/wwwlboroacuk/content/academic-registry/docs/aqph/CMA%20guidance%20for%20staff-May%202018.pdf), Schools should formally consult existing students affected by proposed major changes via an email to their university email address. It is best practice that student views are also sought at the relevant Staff Student Liaison Committee.

The consultation should include an outline of the proposed changes, the rationale and, if applicable, other study options available.

The outcome of the consultation should be sent to the Secretary to CSC.

Outcome of consultation with students. Please detail date(s) and method(s) of communication, responses received, and any mitigating actions the School proposes to take:

Proposed action:

Approval to be sought from Chair of CSC or nominee [ ]

Approval to be sought from CSC (where at least one student is not in agreement with proposed change) [ ]

Withdrawal of immediate change request [ ]

Associate Dean (E&SE)Signature: ………………………. Date: …………………………

1. This form should be used only during the course of the academic year in which the module is running or the programme specification is in force, not during the Annual Update process. [↑](#footnote-ref-1)