Programme Change Form

### **A Revised Programme Specification with proposed amendments marked with ‘track changes’ and (where appropriate) module profiles for all modules to which amendments are proposed (marked with ‘track changes’) and all new modules should be attached to this form (unless changes are made in the Curriculum Management System).**

# Programme details

School: Click or tap here to enter text.

Qualification and programme title: Click or tap here to enter text.

Academic year in which change is to be implemented:Click or tap here to enter text.

Submitted by:Click or tap here to enter text.

# Proposed Changes:

Please indicate exactly what changes are proposed: Click or tap here to enter text.

Provide a full rationale for the proposed amendments: Click or tap here to enter text.

Has this programme received any other minor amendments since the last Programme Review? [[1]](#footnote-1)

Yes [ ]

No [ ]

*If yes, please summarise the previous amendments:* Click or tap here to enter text.

Cohort to which change applies [[2]](#footnote-2):

a New intake from next academic session: [ ]

b All current students [[3]](#footnote-3): [ ]

c Other: [ ]

*If ‘Other’, please summarise here:* Click or tap here to enter text.

## Faculty Board Support

Will the changes to the module result in an increase in any resource of the University (increase in staff time/facilities/teaching time etc)?

Yes [ ]

No [ ]

*If yes [[4]](#footnote-4), provide more information here*: Click or tap here to enter text.

## Consultation with Students

Indicate how students have been consulted about the proposed change [[5]](#footnote-5): Click or tap here to enter text.

## Impact on delivery elsewhere

Is this programme delivered at or in collaboration with another School/Faculty or institution/organisation?

Yes [ ]

No [ ]

*If yes, list the other providers involved:* Click or tap here to enter text.

*If yes* [[6]](#footnote-6)*, provide more information here*: Click or tap here to enter text.

## Professional Accreditation

Is there any professional endorsement/accreditation associated with this Programme?

Yes [ ]

No [ ]

*If yes,* give the name(s) of the relevant body or bodies: Click or tap here to enter text.

*If yes* [[7]](#footnote-7), [[8]](#footnote-8)*,* confirm that the Professional Body has been consulted about and is in agreement with the proposed change: Click or tap here to enter text.

# Consideration by School Programmes Committee

Date of consideration: Click or tap here to enter text.

Decision:

a approved: [ ]

b further evidence required: [ ]

c reject the proposal: [ ]

# Notification and Reporting.

* Faculty Marketing Manager (for changes to website)
* Recruitment and Admissions Team (for communications with applicants/offer holders)
* Curriculum and timetabling team (for updates to Banner)
* Library (as necessary)
* i-solutions (as necessary)
* Head of Faculty Finance (where financial impacts are identified)
* Collaborative Provision Manager (for collaborative programmes)
* Responsible Individual[[9]](#footnote-9) (for programmes with professional accreditation)
* School Office (as necessary)
1. Cumulative minor changes may be sufficient to trigger a full Programme Review [↑](#footnote-ref-1)
2. Please also see: [Timescales for the publication of programme and module information for students and applicants.](https://www.southampton.ac.uk/~assets/doc/quality-handbook/Policy%20%20-%20Rollover%20and%20publication%20of%20programme.pdf) [↑](#footnote-ref-2)
3. If the change applies to current students’ award, there must be evidence that students want the change and that it is possible for them to transfer to new version of programme. Please see: <https://www.southampton.ac.uk/quality/programmes_and_modules/changestoprogrammesandmodules/progtitlechange.page> for advice on this and other examples. [↑](#footnote-ref-3)
4. If yes, the proposal will have to be considered by Faculty Board prior to approval. [↑](#footnote-ref-4)
5. Please refer to the [Modifications to Programmes and Modules Table](https://www.southampton.ac.uk/~assets/doc/quality-handbook/Modifications%20to%20modules%20and%20programmes%20table.pdf) for consultation requirements. [↑](#footnote-ref-5)
6. If yes, please notify/contact the Collaborative Provision Adviser, QSAT (qsa@soton.ac.uk) [↑](#footnote-ref-6)
7. Usually undertaken by the nominated Responsible Individual. Read more about the role of the Responsible Individual here: <https://www.southampton.ac.uk/quality/programmes_and_modules/psrb_accreditation.page> [↑](#footnote-ref-7)
8. Where available, attach evidence of their agreement, if not available, ensure that a note is made in the minutes of SPC. [↑](#footnote-ref-8)
9. Read more about the role of the Responsible Individual here: <https://www.southampton.ac.uk/quality/programmes_and_modules/psrb_accreditation.page> [↑](#footnote-ref-9)