Programme Change Form: proposed change of programme title.

### **This form should be used only if the proposed change of title does not involve any change to the programme content aims or learning outcomes (for example, if this is a change proposed primarily for marketing purposes).**

### **If the title change forms part of a broader set of programme changes this will be classified as a major change and you should complete the Programme Review Process.**

### **A Revised Programme Specification with proposed amendments marked as ‘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.

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

Academic year to be implemented:Click or tap here to enter text.

Submitted by:Click or tap here to enter text.

# Proposed new qualification and programme title:

Please indicate exactly what the new title will be: Click or tap here to enter text.

Provide a full rationale for the proposed new title[[1]](#footnote-1): 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 programme 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/notified about the proposed change[[5]](#footnote-5): Click or tap here to enter text.

## Transitional Arrangements (where applicable)

Detail the transitional arrangements for the students on the original programme and the date by which they are expected to complete the programme: 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* [[6]](#footnote-6)*, list the other providers involved:* Click or tap here to enter text.

*If yes, indicate whether the other providers have been consulted, and are in agreement with, the proposed change*: Click or tap here to enter text.

## Professional Accreditation

Is the programme accredited by a Professional Regulatory of Statutory Body?

Yes

No

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

*If yes,* confirm that the Professional Body has been consulted about and is in agreement with the proposed change[[7]](#footnote-7), [[8]](#footnote-8): 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:

Conditions: Click or tap here to enter text.

# Notification and Reporting.

* Secretary of AQSS
* Faculty Marketing Manager
* Recruitment and Admissions Team
* Curriculum and timetabling team
* Library
* i-solutions
* Head of Faculty Finance
* Collaborative Provision Manager (for collaborative programmes)
* Responsible Individual[[9]](#footnote-9) (for programmes with professional accreditation)
* School Office

1. This should include an explanation as to how the proposed title reflects programme content, reference to any market research undertaken and an overview of the views sought from current and/or prospective students. [↑](#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. Where available, attach evidence of their agreement, if not available, ensure that a note is made in the minutes of SPC. [↑](#footnote-ref-7)
8. 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-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)