**Programme/Unit Modification Form for Taught Awards/Unit**

***GUIDANCE:*** *In accordance with 4B - Programme and Unit Modifications: Policy, this form is to be completed for all programme/unit modification proposals and should be submitted to the relevant approving committee for consideration. It should be completed by the relevant Unit/Programme Leader and reviewed by the Head of Department prior to submission. In addition to informing the approving committee’s decision on whether to approve a modification, it may be used by the Department Committee to decide whether to move from student consultation to consent (for material changes). For any queries on completing this form, please contact Academic Quality (*[*academicquality@bournemouth.ac.uk*](mailto:academicquality@bournemouth.ac.uk)*).*

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| 1. **Programme details** | |
| Programme title(s) *(all affected programmes)* |  |
| Lead Department |  |
| Lead Faculty / Partner |  |
| Name of person completing the form (include title) |  |
| Name of Head of Department |  |

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| 1. **Details of the proposed change** | | | | | | | | |
| **Nature of modification** | | | | | | **Mark as appropriate**  **Y/N** | | |
| Addition, substitution or removal of core units | | | | | |  | | |
| Addition, substitution or removal of option units | | | | | |  | | |
| Change to entry requirements | | | | | |  | | |
| Change to course location/site of delivery | | | | | |  | | |
| Change to accreditation status | | | | | |  | | |
| Change to programme delivery mode | | | | | |  | | |
| Introduction of a new delivery mode in addition to an existing delivery mode | | | | | |  | | |
| Structural changes to a programme | | | | | |  | | |
| Change to unit credit value and/or level of study | | | | | |  | | |
| Change to unit title | | | | | |  | | |
| Change to unit contact hours | | | | | |  | | |
| Change to unit mode of delivery | | | | | |  | | |
| Change to unit aims | | | | | |  | | |
| Change to unit learning outcomes | | | | | |  | | |
| Change to unit learning and teaching methods | | | | | |  | | |
| Change to unit assessment | | | | | |  | | |
| Change to unit assessment weighting | | | | | |  | | |
| Other | | | | | |  | | |
| If ‘other’ – please provide details |  | | | | | | | |
| Rationale for the change |  | | | | | | | |
| **Unit details** *(if applicable)* | | | | | | | | |
| **Unit title**  *(if changing title use current title here)* | | **Current Version No.** | **Credit value** | | **Level** | | | **Core or option** |
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| **Cohort details** | | | | | | | | |
| Proposed implementation date | Month |  | | Year | | |  | |
| Details of affected cohorts impacted when the change is implemented *(mark as appropriate)* | Applicants |  | | Level 6 | | |  | |
| Level 0 (FY) |  | | Level 7 | | |  | |
| Level 4 |  | | Full-time | | |  | |
| Level 5 |  | | Part-time | | |  | |
| Placement |  | | Other | | |  | |

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| 1. **Previous modifications** *(complete as appropriate)* | | |
| 1. Have any previous modifications been made to the programme(s) since the last approval/review point? | | Yes/No |
| If ‘yes’, provide a summary of changes as to help understand the extent of change to the programme(s) since the last approval/review |  | |

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| 1. **Other considerations** *(complete as appropriate)* | | |
| 1. Have any relevant Professional, Statutory or Regulatory Bodies (PSRBs) been consulted?   *Some PSRBs may need to be consulted for changes to a programme/unit. Please seek guidance from the relevant PSRB as to this requirement* | | Yes/No or n/a |
| If ‘yes’, provide a summary of their feedback on the proposed changes *(add details or append feedback)* |  | |
| 1. Has the External Examiner been consulted?   *Whilst optional, it is good practice to consult with External Examiners given their independent and impartial role regarding the provision to which their appointment relates – see* [*6N - External Examining: Policy and Procedure*](https://intranetsp.bournemouth.ac.uk/pandptest/6n-external-examining-policy-and-procedure.pdf) | | Yes/No or n/a |
| If ‘yes’, provide a summary of their feedback on the proposed changes *(add details or append feedback)* |  | |
| 1. Have any resource implications been discussed and agreed with the Director of Operations (or equivalent)? | | Yes/No or n/a |
| 1. If the change(s) affect other programmes outside the lead Department, please confirm if support has been received from all relevant programme teams. | | Yes/No or n/a |
| 1. Does the change(s) affect any existing internal or external progression arrangements (e.g., Recognition/Articulation/Foundation degrees) | | Yes/No or n/a |

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| 1. **Please confirm if the proposed change(s) is “material” or “non-material” under** [**4B - Programme and Unit Modifications:**](https://intranetsp.bournemouth.ac.uk/pandptest/4b-programme-and-unit-modifications-policy.pdf) **Policy (see definition in para. 5.2 and appendix 1 for example of changes).** | | |
| **Material –** these are considered to have consumer protection implications | | [MARK AS APPROPRIATE - YES] |
| **Non-material -** these are not considered to have consumer protection implications | | [MARK AS APPROPRIATE – YES] |
| Rationale for assessment | |  | |

***GUIDANCE:*** *An assessment as to whether a change is “material” or not should be made before conducting student consultation as the level of consultation and requirement for consent will vary depending on whether a change is considered “material” or “non-material”.*

*If you are unsure whether a change is “material” (with consumer law implications), please contact Academic Quality (*[*academicquality@bournemouth.ac.uk\_*](mailto:academicquality@bournemouth.ac.uk_)*)* ***and*** *Legal Services (*[*legalservices@bournemouth.ac.uk*](mailto:legalservices@bournemouth.ac.uk)*) for advice.*

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| 1. **Student consultation – “material” and “non-material” changes** *(complete as appropriate)* | | |
| 1. Have you consulted with students? | Yes/ No | |
| **IF ‘NO’, PLEASE CONSULT WITH STUDENTS BEFORE PROGRESSING ANY FURTHER** | | |
| 1. Which students were consulted *(no actual names should be provided e.g., Programme Reps)* |  | |
| 1. What was the method of consultation? *(e.g., In-person at the Student:Staff Forum on X date)* |  | |
| 1. Were any significant issues raised, including any negative comments or objections? | Yes/ No | |
| 1. Provide a summary of any feedback received (add details or append feedback) |  | |
| 1. Confirmation that feedback has been considered by the Department Committee | Yes/ No | |
| Date considered |  |
| 1. **For “material” changes** – confirmation the Department Committee decided to proceed with the process of seeking consent on the basis of the consultation responses | Yes/No | |

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| 1. **Student consent – “material” changes (complete as appropriate)** | | | |
| 1. Have you obtained consent from more than 50% of affected students? (Evidence to be appended) | | | Yes/ No |
| 1. Have any students refused consent to the proposed changes? | | | Yes/ No |
| 1. Provide a summary of any feedback received, including reasons for any objection (add details or append feedback) | |  | |
| 1. Any comments | *(if applicable)* | | |

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| 1. **Supporting documentation – confirmation provided** | |
| All relevant Programme and Unit specifications *(marked up with track changes)* | Yes/ No |
| Evidence of student consent (for “material changes”) | Yes/ No/N/A |