SUMMARY GUIDE TO CURRICULUM CHANGE

(Further information is available on: http://www.le.ac.uk/ua/ac/quality/Codes/programmeapproval/index.html
and can also be obtained from the Academic Office (ext. 5199))

TYPE OF CHANGE	CONSEQUENT EFFECT	DOCUMENTS REQUIRED by Academic Office	PROCESS/STEPS
Small changes to module content or reading list which do not affect intended learning outcomes of the module nor any section of the module specification	No change to programme specification, skills matrix, regulations or module specification	None	Approval by departmental learning and teaching committee or equivalent.
Changes to a module specification that do not affect any programme specifications, their skills matrices and programme regulations. **Such changes might include:** **a change in the module assessment pattern,** **a change in the learning and teaching arrangements** **amendments to the module intended learning outcomes that do not have consequences for programme skills matrices**	No change to programme specification, skills matrix or regulations	Amended module specification	Approval by departmental learning and teaching committee or equivalent. Signed off by the chair of the departmental learning and teaching committee or equivalent. Sent to the Academic Office for a brief review by the chair and secretary of the Faculty Learning and Teaching Committee.

TYPE OF CHANGE	CONSEQUENT EFFECT	DOCUMENTS REQUIRED by Academic Office	PROCESS/STEPS
Switching two core modules between semesters in the same year.	No change to programme specification or skills matrix, minor change to regulations	1 Amended module specification 2 Amended regulations	Approval by departmental learning and teaching committee or equivalent. Signed off by the chair of the departmental learning and teaching committee or equivalent. Sent to the Academic Office
Substitution/addition/removal of option modules	Possible changes to programme specification, skills matrix or regulations	1 Specifications for any new modules 2 Revised list of option modules 3 If regulations have changed then amended regulations 4 If skills matrix has changed then revised skills matrix 5 If programme specification has changed, then revised specification	Approval by departmental learning and teaching committee or equivalent. Signed off by the chair of the departmental learning and teaching committee or equivalent. Sent to the Academic Office for a brief review by the chair and secretary of the Faculty Learning and Teaching Committee, or if appropriate (i.e. for more comprehensive changes) for approval by Faculty Learning and Teaching Committee

TYPE OF CHANGE	CONSEQUENT EFFECT	DOCUMENTS REQUIRED by Academic Office	PROCESS/STEPS
Substitution/addition/removal of a very limited number of core modules for new entry of students	Change to programme specification and skills matrix and regulations	1 Rationale for change 2 If programme specification has changed, revised specification 3 Revised skills matrix 4 Revised regulations 5 Module specifications for new modules	Approval by departmental learning and teaching committee or equivalent. Signed off by the chair of the departmental learning and teaching committee or equivalent. Sent to the Academic Office for approval by Faculty Learning and Teaching Committee.
Substitution/addition/removal of a limited number of core modules for returning students. **This should only happen in the most extraordinary circumstances.**	Change to programme specification and skills matrix and regulations	1 Rationale for change 2 If programme specification has changed, revised specification 3 Revised skills matrix 4 Revised regulations 5 Module specifications for new modules	Consultation and agreement of all students affected. Approval by departmental learning and teaching committee or equivalent. Signed off by the chair of the departmental learning and teaching committee or equivalent. Sent to the Academic Office for approval by Faculty Learning and Teaching Committee.
Substitution/addition/removal of a significant number of core modules for new entry of students	Significant change to programme specification and skills matrix and regulations	1 University Programme Proposal Form 2 Programme specification 3 Skills matrix 4 Regulations	Approval by relevant departmental committee. Presented to University Programme Development Committee Consideration by University Programme Approval Panel