**Programme amendment request**

**Section 1: module and proposal details**

|  |  |
| --- | --- |
| Proposing School/Partner |  |
| When is the change proposed to take effect? | *Semester and academic year* |
| Proposal submitted by: |  |

|  |
| --- |
| Programme(s)  |
|  |
|  |

|  |
| --- |
| Nature of proposal[[1]](#footnote-1) - tick all that apply: |
| Minor Modification *considered by SQP*  | Major Modification *considered at PASP meeting* | Potential Re-validation Trigger *considered at PASP meeting* |
| Deletion of option module(s) |  | New Module |  | Programme Learning Outcomes |  |
| Addition of option module(s) (if the module is new, ‘New Module’ should also be ticked) |  | Deletion of compulsory module(s) |  | Programme assessment strategy |  |
| Altering the schedule of module delivery outside the University norm for terms/semesters |  | Addition of compulsory module(s) |  | 33% of curriculum replaced |  |
| Amended entry requirements |  | Change of module status |  |  |  |
| Amended entry months for partner provision |  | Programme regulations e.g. progression, eligibility for award/graduation |  |  |  |
| Change to the semester of delivery of a module |  | Programme Aims |  |  |  |
|  |  | Addition of a new study pathway (but not impacting on award title) |  |  |  |
|  |  | Balance of theory and practice elements |  |  |  |
|  |  | Balance of overall learning and teaching hours |  |  |  |
|  |  | Change to the L&T delivery structure/strategy |  |  |  |

*If your proposed changes have a range of levels of amendment (e.g. a mix of minor and major amendments) consideration will follow the process for the highest level of change*

**Rationale for and Description of the proposed change(s):**

**Section 2: impact on programme learning outcomes and/or assessment**

***Programme Learning Outcomes***

|  |  |
| --- | --- |
| Will deletion of the module(s) effect the students’ ability to achieve all the programme learning outcomes? | yes/no |
| If yes, state what adjustments will be made to other modules to enable the programme learning outcomes to be met (provide detail). |
|  |

***Assessment:*** *complete this section if a new module is being proposed.*

*Please comment on how the new assessment affects the overall range and timing of assessment in the programme(s).*

**Section 3: consultation and School endorsement**

**External examiner(s):**

*all programme amendments require endorsement from the external examiner prior to School endorsement. Provide the external examiner’s comments and, where appropriate, the School’s response, detailing how the comments have informed the final proposal.*

External examiner(s):

Name:

Comments:

Endorsement date:

Response:

**Professional body/ies**

*Where applicable, comment on how you have consulted with and received endorsement from the professional body*

PSRB

Comments:

Response:

**Partner Organisation(s)**:

|  |  |
| --- | --- |
| Is the programme also delivered by a franchise partner(s)? | Yes / No |
| If yes, have they been made consulted? | Yes / No |
| Comments and response |  |

**Students**

*Students must be consulted on major modifications to programmes they are currently enrolled on and amendments that effect compulsory/non-compensatable modules and option/compensatable modules that they are currently studying or have chosen for the following year.*

**Students**

Please confirm that current students have been consulted (if applicable - see above).

|  |  |
| --- | --- |
| Method of consultation: |  |
| Outcome: |  |

***Associate Head(s):*** *provide signatures of all Associate Heads for the programmes to which the module contributes, including for each half of any joint honours pairing. The signatures provided here should cover all the programmes listed at the end of section one.*

Associate Head(s)

|  |  |  |
| --- | --- | --- |
| Programme title | Associate Heads(s) signature(s) | Sign off date |
|  |  |  |
|  |  |  |

**Section 4: School Quality Panel endorsement**

*Evidence must be provided of discussion at and approval by SQP including confirmation of consideration of any resource implications.*

Chair of SQP sign-off signature:

Sign off date

**Following School endorsement, please submit this form together with the programme specification(s) with amendments shown via tracked changes.
Return by email to** **quality@yorksj.ac.uk**

**DEADLINES:**

**For amendments relating to modules being delivered in Semester 1 and year-long modules**

* Amendment proposals must be submitted to PASP by the ***final Friday in May****,* prior to delivery in the following September.

**For amendments relating to modules being delivered in Semester 2 and Semester 3**

* Amendment proposals must be submitted to PASP by the ***final Friday in November*,** prior to the delivery in the following January.
1. Please also refer to Amended Module Request form for additional proposals for amendment [↑](#footnote-ref-1)