|  |
| --- |
| MODIFICATION request |

|  |
| --- |
| **Document Owner:** Student Learning &Academic Registry  **Version number: 7.2**  **Effective date:** September 2023 (Academic Year 2023-24)  **Date of next review:** July 2024  *This document is part of the University Quality Framework, which governs the University’s academic provision.* |



**Student Learning & Experience Committee**

**Section A: COMPLETION BY COURSE/MODULE LEADER**

*Prior to completing this form, please ensure you have sought appropriate advice and guidance from your Head of Department (HOD).*

**PART 1: Must be completed in ALL cases**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | 🖵 School of Arts & Creative Industries (SACI)  🖵 School of Computing, Engineering & Digital Technologies (SCEDT)  🖵 School of Health & Life Sciences (SHLS) | | 🖵 School of Social Sciences, Humanities & Law (SSSHL)  🖵 Teesside University International Business School (TUIBS) |
| **Form completed by:** | |  | |

**PART 1a: RATIONALE** (*if required, consult modifications summary for support)*

|  |  |
| --- | --- |
| **Modification Description:** | |
| Please provide details of the proposed module/course modification(s) and attach a copy of both the original and revised documentation with the change(s) clearly highlighted *(for example: change to or adding an additional route, duration, mode of attendance, change to assessment strategy, component weighting, indicative content, module learning outcomes, course learning outcomes, delivery pattern and/or variance).* | |
|  | |
| Date the proposed modification will take effect: |  |

|  |
| --- |
| **Note: Where an additional mode of attendance is requested, a refreshed Course Costing Template should be coordinated with the School Manager and progressed with FCD** |

**PART 2: COURSE(S) impacted by the proposal**

*Please detail* ***ALL*** *courses impacted by the proposed modification(s), including those within and external to the School, as well as Partners:* ***(please enclose evidence from Course Leaders, and Link Tutors (where applicable), confirming their agreement with the modification request)***

|  |  |  |
| --- | --- | --- |
| **Definitive Course Title(s)** including named Intermediate Awards, where applicable | **Course Leader** (and Link Tutor, where applicable) | **Modification request will be applied to all modes of attendance** (ie: FT, PT, OL) and **delivery location(s)** (e.g. TNE, TUCP) unless stated otherwise in the section below |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Confirm if the Course Specification requires amendment: | 🖵 Yes 🖵 No |
| Please confirm which cohort the modification will apply to, e.g., 2022-23, 2023-24, 2024-25 entrants: |  |
| Confirm transition arrangements for current students (by cohort or intake):  ***(Where applicable, clearly outline arrangements for students impacted in all delivery locations)*** |  |

PART 3: MODULE IMPACT AND CONSULTATION

*Detail module(s) impacted by the request. Only include modules in cases where the whole course is not affected.*  ***(Please confirm consultation and agreement with all Module Leaders, and Link Tutors (where applicable))***

|  |  |  |
| --- | --- | --- |
| **Module Code** | **Module Title** | **Is the module shared with ANY other Teesside University Award?** *(please provide details if not previously identified in Part 2*) |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Considering the nature of the change, does the modification request affect subject material delivered at another TU site (*e.g.: TU London, TU Online, TU Main Campus*)? and therefore impact on courses delivered and awarded by Teesside University and its subsidiaries. | 🖵 Yes  🖵 No |
| If yes, please confirm that consultation has taken place with relevant Course/Module Leaders | Please provide any relevant supporting evidence: |

**PART 4: COURSE LEVEL CHANGES IMPACTING ON UNIVERSITY SYSTEMS AND TITLE APPROVAL ONLY - Please tick the following, if applicable, as part of the rationale:**

|  |  |  |  |
| --- | --- | --- | --- |
| 🖵 Additional delivery location  🖵 Additional delivery method, including online  🖵 Additional delivery duration  🖵 Additional intake/entry point  🖵 Additional mode of attendance  🖵 Additional intermediate award title  🖵 Additional admissions type  🖵 Additional recruiting award, created from an existing intermediate award title | | 🖵 Change to the delivery location  🖵 Change of delivery method, including online  🖵 Change of delivery duration  🖵 Change to intake/entry point  🖵 Change of mode of attendance  🖵 Change to the number of credits  🖵 Change of award title, including Intermediate award title, where appropriate. | |
| Please provide further details of the proposal, including all ***MAS Course Code(s)*** for current course(s):  *(Where this is an addition/change to the location, please provide the full postal address and specific campus delivery location).* | | | |
| **Course Title and MAS Code(s)**  (provide MCR code obtained from CRS0033) | **Current** | | **Proposed**   * If an addition/change of location is proposed, please state the date of Site Approval: * For non-standard delivery please specify dates per intake and mode of attendance, including partner provision, where appliable.   *(For TU campus delivery, please provide exact dates, for Partner and off campus provision, please provide the week commencing date)* |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **For a change of award titles only, please confirm:** | | | |
| In the case of a changed title to an existing award, please indicate if and when the current award title is to be closed: | | 🖵 Yes 🖵 No 🖵 N/A  The original title to be closed to recruitment from (please identify date): | |
| Do you wish to make the new title available to: | | 🖵 Existing Applicants  🖵 Existing Students | |

|  |  |  |
| --- | --- | --- |
| **For non-standard delivery only, please confirm:** | | |
| **Details of non-standard delivery:**  Where additional intakes are proposed, and non-standard delivery is required, please provide the rationale (a short description of why the course does not follow the standard academic calendar). | 🖵 Yes  🖵 No  🖵 N/A | Please provide a rationale: |
| Non-standard delivery (outwith the University Academic Calendar) impacts on several key operational aspects within the University.  **Have you considered:**   * Workforce planning for delivery outside of normal teaching, * Assessment Schedule, Examination Board and Graduation arrangements, * Application and website information for SRM, * Student Accommodation, and * Student Finance and UKVI sponsored student implications. | 🖵 Yes  🖵 No  🖵 N/A | Please provide any relevant supporting evidence: |

**PART 5: Consultation and Agreement:**

*Where the proposed change will impact published information or the student experience, it is the responsibility of the School/Course Team to ensure full consultation has taken place with* ***ALL*** *students affected by the change, including those students who have suspended their studies. Ensure reasonable notice has been given to respond to the modification and provide evidence that* ***ALL*** *students have consented to the modification.* ***There are legal ramifications if this process is not followed*** *(please refer to QF* ***Chapter******C: Course and Module Modifications*** *–* ***section 6.5*** *for further guidance).*

|  |  |  |
| --- | --- | --- |
|  |  | **Please include relevant comments to support the request** *(please do not append student names and emails as evidence)* |
| Have **ALL** Course and Module Leaders, including those outside the lead School, been consulted about the modification? | 🖵 Yes  🖵 No  🖵 N/A |  |
| Have **ALL** Partners impacted by the proposal been consulted about the modification? | 🖵 Yes  🖵 No  🖵 N/A |  |
| Have Link Tutors been consulted about the modification? | 🖵 Yes  🖵 No  🖵 N/A |  |
| Has there been consultation or notification with the External Examiner(s)? | 🖵 Yes  🖵 No |  |
| **Variance:**  Where appropriate, please outline whether the modification requests impact on a current or new variance to the Assessment Regulations. | 🖵 Yes  🖵 No  🖵 N/A | *Please confirm appropriate variance documentation has been completed and submitted for consideration by SLEC:* |
| **Professional, Statutory and Regulatory Body** and other Accreditation Body  *(Note: Any modification to Course(s) with PSRB accreditation will require informing the relevant PSRB of the change(s) to obtain agreement)* | 🖵 Yes  🖵 No  🖵 N/A | **Name(s):**  *Please provide details of relevant consultation completed:* |
| **Changes affecting current students:** Where appropriate, have **ALL** current students affected by the modification request been consulted and agreed with the proposed modification? *(this should include suspended/deferred students)* | 🖵 Yes  🖵 No  🖵 N/A | *Please provide an overview of the consultation process and results:* |
| Have students with a Student Support Plan in place been reviewed to ensure reasonable and alternative adjustments, if applicable, are made as a result of the modification, e.g., placement, field trips, teaching methods, and/or assessment.  *Please consult your School Disability Co-ordinator.* | 🖵 Yes  🖵 No  🖵 N/A |  |
| **Changes affecting recruitment:** Have **ALL** applicants who have been offered and/or accepted a place on the course been informed about the proposed modification? If so, have you consulted with ***Student Recruitment and Marketing***? | 🖵 Yes  🖵 No  🖵 N/A |  |
| **Changes affecting International recruitment and/or delivery:**  Does the modification impact international students’ status?  Are there any UKVI sponsored student implications?  Have changes been made to the delivery pattern, if so, does the structure continue to comply with UKVI (CAS) requirements outlined within the Attendance & Engagement Policy (*including a minimum of 15 hours classroom-based study for sponsored students below degree level, e.g. Foundation Years*).  If so, have you consulted with ***International Compliance*** and/or ***International Development*** team(s)? | 🖵 Yes  🖵 No  🖵 N/A |  |
| **Where changes affect existing Articulation/Recognition Arrangements,** has the Partner(s) been consulted on the implications of the change? | 🖵 Yes  🖵 No  🖵 N/A |  |
| **Changes affecting progression between approved TU courses:** Has an updated mapping document been provided for consideration? | 🖵 Yes  🖵 No  🖵 N/A |  |
| **Changes affecting Reading lists online:** Have you consulted with ***Student and Library Services***? | 🖵 Yes  🖵 No  🖵 N/A |  |
| **Changes impacting on the delivery of Professional Apprenticeships:**   * Have you consulted with the University Professional Apprenticeship team? * Has the published Apprenticeship Standard changed, or a revised standard published by IfATE? If so,   + Has the apprenticeship standard number or version changed?   + does the modification request impact on the approved Knowledge, Skills and Behaviour mapping documentation?   ***When seeking approval to deliver an approved Professional Apprenticeship in a new location, please confirm that the*** [***Apprenticeship Business Case Planning tool***](https://liveteesac.sharepoint.com/:p:/s/TM_TM_ApprenticeshipDevelopmentandPartnerships/EXCGfPlHHbBCrsLF0AuyNf8B6-_lL_QpCHys62MqKjTsTA?e=7gCf57) ***has been completed*** | 🖵 Yes  🖵 No  🖵 N/A  🖵 Yes  🖵 No  🖵 N/A | Please confirm the Apprenticeship Standard title and reference number:  Attach a revised Knowledge, Skills and Behaviour mapping document as supporting evidence for all modifications. |
| **Courses delivered within the Teesside University College Partnership (TUCP) only:**  Has the Teesside University link school provided a response to the modification request?  Where appropriate, has the request been progressed for approval to TUCP Board? | 🖵 Yes  🖵 No  🖵 N/A  🖵 Yes  🖵 No | Please provide below the date of consideration by the TUCP Board.  **Date:**  Alternatively, in cases where consideration by TUCP Board is not required, please provide further details: |
| **ONLINE LEARNING: Requesting an addition or change to delivery through Online learning.**   * Confirm whether the course will be delivered via the School or TU Online * Has TU Online Board considered and approved the request? * Please confirm that you have discussed the proposal and creation of online materials with SLAR (DX) and that your request can be accommodated. | 🖵 Yes  🖵 No  🖵 N/A | Please provide below the date of consideration by the TU Online Board.  **Date:**  Please provide below the date of discussion with SLAR (DX), and attach relevant correspondence.  **Date:** |

|  |  |  |
| --- | --- | --- |
| **PART 6: Resources** | | **Please include relevant comments where appropriate** |
| Are there any resource implications associated with the proposed change? (staffing, equipment, learning resources, Software/hardware licences, space, etc.)  ***Please seek advice from:***   * ***School Manager to identify whether a Course Costing Template is required to support the change, and*** * ***PL Staffing and Resources regarding AWF implications*** | 🖵 Yes  🖵 No  🖵 N/A |  |
| Are any changes to the web information necessary | 🖵 Yes  🖵 No  🖵 N/A | If yes, provide a copy of the updated material. |
| Timetabling (amended MVF and UTREG form attached) (including review of specialist space requirements) | 🖵 Yes  🖵 No  🖵 N/A |  |
| Does the modification impact external placement arrangements? | 🖵 Yes  🖵 No  🖵 N/A |  |

*Please forward the completed form to Student Learning & Academic Registry (QAV) via email to* [*QAV@tees.ac.uk*](mailto:QAV@tees.ac.uk)

**Section B: STUDENT LEARNING & ACADEMIC REGISTRY (QUALITY ASSURANCE & VALIDATION) USE ONLY**

SLAR (QAV) please provide details below of all previous modifications:

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Academic Year** | **Modification overview** |
|  |  |  |
|  |  |
|  |  |  |
|  |  |

|  |  |
| --- | --- |
| 🖵 Minor 2a | SLAR (QAV) to progress to SSLESC for Chairs Action |
| **Date submitted to SSLESC** |  |

|  |  |
| --- | --- |
| **Quality Manager (QAV) assessment of modification level:** | |
| **Confirmation of Decision** | **Action** |
| 🖵 Minor 2b |  |
| 🖵 Major 3 |
| 🖵 Periodic Review |
| **Documentation requirements above and including Minor 2b** *(Modifications requiring Periodic Review, please refer to the Course Pre-Approval Agreement to follow)* |  |
| **Panel Constitution** | * SSLESC via Chairs Action * SSLESC meeting * QAAP * Consider as part of validation event *(Event code…………..)* |
| **Quality Manager Name** |  |
| **Date of Decision** |  |

**Section C: For SSLESC/QAAP use only:**

|  |  |
| --- | --- |
| **ACTION AFTER MODIFICATION APPROVAL:** | |
| **Date of approval of the proposed change at \*SSLESC/QAAP:**  *(\*delete as appropriate)* |  |
| **I confirm that all public information, including the Course Specification, accurately reflects the content delivered on the course and is suitable for external publication.** | |
| **Chair of \*SSLESC/QAAP:**  *(\*delete as appropriate)* |  |

**SLAR QAV Administrative Aide Memoire**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COURSE DOCUMENTATION** | | |  | | **SLAR (QAV) TO FORWARD:** | | |
| Update shared drive | 🖵 |  | | Course Leader & Link Tutor (where relevant) | | 🖵 |
| Archive old copy | 🖵 |  | | Student Recruitment and Marketing (SRM)  [**Marketing@tees.ac.uk**](mailto:Marketing@tees.ac.uk) | | 🖵 |
| UTREG/Course Specification and/or electronic Programme Catalogue | 🖵 |  | | Timetabling (MVF)  [**timetabling@tees.ac.uk**](mailto:timetabling@tees.ac.uk) | | 🖵 |
| Updated Course Documentation Central Repository (CDCR) | 🖵 |  | | Schools  TUIBS PortfolioDevelopment [**Notifications@tees.ac.uk**](mailto:Notifications@tees.ac.uk)  [**SSSHLPSLeadership@tees.ac.uk**](mailto:SSSHLPSLeadership@tees.ac.uk)  [**L.Gardiner@tees.ac.uk**](mailto:L.Gardiner@tees.ac.uk)  [**SCEDTModules@tees.ac.uk**](mailto:SCEDTModules@tees.ac.uk)  [**SHLS-Admin@tees.ac.uk**](mailto:SHLS-Admin@tees.ac.uk)  [**SACI-School@tees.ac.uk**](mailto:SACI-School@tees.ac.uk) | | 🖵 |
|  |  |  | | FCD – [**FCDSystems@tees.ac.uk**](mailto:FCDSystems@tees.ac.uk)  Only when Part 4 has been completed | | 🖵 |
|  |  |  | | [**SRMACU@tees.ac.uk**](mailto:SRMACU@tees.ac.uk) | | 🖵 |
|  |  |  | | SLAR (QAV) update recording and tracking of modification [**QAV@tees.ac.uk**](mailto:QAV@tees.ac.uk) | | 🖵 |
|  |  |  | | Apprenticeships only:  Apprenticeship Compliance (LGS) – [**N.Baister@tees.ac.uk**](mailto:N.Baister@tees.ac.uk)  SLAR (AAD) - [**aad@tees.ac.uk**](mailto:aad@tees.ac.uk)  Professional Apprenticeships (ITDS) - [**K.Howe@tees.ac.uk**](mailto:K.Howe@tees.ac.uk) | | 🖵 |
|  |  |  | | Other examples:   * Partner * SLAR (DX) *for online courses* * Director of TU Online * TU Online (for online courses) [**OLPortfolioDevelopment@tees.ac.uk**](mailto:OLPortfolioDevelopment@tees.ac.uk) | | 🖵 |