*Pro forma for proposing substantive changes to modules, programmes, or regulations*

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| 1. Proposed change for
 | Choose an item. |
| 1. Name and code of module or name and UCAS code of programme
 | Module name and code |
| 1. Lead School
 | Choose an item. |
| 1. Collaborating School
 | Choose an item. |
| 1. Name of module or programme leader
 | Programme/module name |
| 1. Timescale for implementation of changes
 | Choose an item. | Choose an item. |
| 1. Change type, select all that apply

  | **Minor Changes** | **Substantive Changes** |
| [ ]  Aims[ ]  Indicative content[ ]  L&T[ ]  Contact hours[ ]  Teaching staff[ ]  EDI[ ]  Student numbers | [ ]  Module code[ ]  Mode of study[ ]  Delivery location[ ]  Pre/co/anti-requisites[ ]  ILOs[ ]  Assessment (state changes in Section 8) |
| Other, please state in 250 words or less: Click or tap to type |
| 1. Assessment changes (add rows as required)
 | **Proposed assessment** | **Current assessment** |
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| 1. Change type, select all that apply and state change in brief below.
 | **Minor Changes** | **Substantive Changes** |
| [ ]  Module/programme lead[ ]  Administrative lead | [ ]  Module/programme title[ ]  Credits[ ]  Level[ ]  Trimester[ ]  Entry requirements[ ]  Schedule of modules[ ]  Withdrawal[ ]  Suspension |
| 1. Please list change in brief
 | **Change To:** | **Change From:** |
| e.g. Module title: Basket Weaving | e.g. Module title: Container Construction |
| e.g. Schedule of modules: BW12345 Basket Weaving | e.g. Schedule of modules: BW12345 Container Construction |
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| 1. If withdrawing a module has the schedule of modules been changed on the associated programmes, and is all paperwork attached?
 | Choose an item. |
| If no, please state succinctly why:Paperwork not attached because... |
| 1. If withdrawing a programme has a consultation with PAG occurred?
 | Choose an item. |
| If no, please state succinctly why:  |
| 1. Consultations
 | [ ]  Teaching staff [ ]  Students[ ]  Professional Services | [ ]  AD QAS [ ]  AD L&T [ ]  Director QAS  |
| Please elaborate on the consultation process:Students/AD QAS/teaching staff consulted on DD/MM/YY... |
| 1. Identification of any risks associated with the proposed changes, including Competitor Marketing Authority (CMA) information
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| 1. Proposed arrangements for any affected students and prospective students
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| 1. Date of School approval
 | Click or tap to enter a date. |
| 1. AD QAS signature
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