**Changes proposed by:**

(note this would normally be the Course Leader)

**Date:**

1. **List all Courses[[1]](#footnote-1) affected by the proposed change**

|  |  |
| --- | --- |
|  |  |
|  |  |

1. **Module Details**

|  |  |
| --- | --- |
| **Module Code** | **Module Title** |
|  |  |
|  |  |
|  |  |

1. **Effective Date**

**Change proposed to be effective from:**

|  |  |
| --- | --- |
| **Month** | **Year** |
|  |  |
| **Please provide information below about the proposed roll-in of changes, timescales and if applicable which levels/cohorts of students the change will be implemented for. For complex roll-in of changes, it may be appropriate to include a diagram.** | |
|  | |

1. **Change Requested**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of change** (please refer to changes grid for information) | Y/N | Summary of changes[[2]](#footnote-2) | Rationale for the changes[[3]](#footnote-3). |
| Routine Operational Updating |  |  |  |
| Minor revisions (module) |  |  |  |
| Major revisions (module) |  |  |  |
| Programme revisions |  |  |  |
| PSRB revisions (non-negotiable) |  |  |  |

1. **Indicate whether changes have been discussed and agreed with:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **N/A** | **Further Information** |
| **Academic Dean** |  |  |  |
| **Registry and Quality team** |  |  |  |
| **Professional Body**  Will the proposed changes affect accreditation by a PRSB? |  |  |  |
| **External Examiner** (see grid; if comments are **required**) |  |  |  |
| **LU Link Tutor** |  |  |  |

1. **Current students**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Further Information** |
| **Will the proposed change(s) affect current students?**  Students must be consulted about the proposed changes.  The programme and module changes grid provides guidance on when we need to consult with students and in some circumstances gain their consent for the changes.  Please summarise how students have been consulted and what was the outcome.  If the proposal is for immediate introduction, a rationale for this and confirmation of unanimous student support for the change(s) is also required. |  |  |  |

1. **Checklist**

Definitive course documentation can be obtained from Registry and Quality.

Documents should be amended with tracked changes and submitted with this form.

|  |  |  |
| --- | --- | --- |
| Amended Programme Specification(s) |  |  |
| Amended Assessment mapping |  |  |
| Amended Curriculum mapping |  |  |
| Amended Module Descriptor(s) |  |  |
| Course modifications log[[4]](#footnote-4) |  |  |
| External Examiner Comment(s) *with signature (or with email header to show they have been sent from the external examiner’s email account).* |  |  |
| LU Link Tutor Comment(s) |  |  |
| Evidence of student consultation |  |  |

1. **Approval**

|  |
| --- |
| UA92 approval: APPROVED 🞎 NOT APPROVED 🞎  Signed: Date:  (Chair of Academic Quality Group) |

|  |
| --- |
| Lancaster University Approval: APPROVED 🞎 NOT APPROVED 🞎  Signed: Date:  () |

1. Award and title should be listed [↑](#footnote-ref-1)
2. Please provide a summary of the changes and indicate if the proposed amendments affect any of the following;

   Resources for delivery of the course/module

   Programme learning outcomes

   Programme structure or delivery [↑](#footnote-ref-2)
3. Please also indicate the source of the amendments e.g. resulting from external examiner recommendations, student feedback, etc. (this may be detailed in an appendix if necessary). [↑](#footnote-ref-3)
4. This should be provided to give an overview of course changes to date [↑](#footnote-ref-4)