# Modification Table

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| **Modification** | **Actions by Schools** | **Actions by AQD** |
| **Proposed Change** | **Type\*** | **SLTQC Deadline\*\*** | **Students / Offer holders***All communication to the individual* | **Applicants***Notification normally by updated documents on University website* | **External Examiners** | **Documentation Required** | **PSD Notifications** |
| Addition or deletion of core modules | M | December | Agreement required | Notification required | Notification required | 1. New module code(s) must be requested and confirmed by Systems Office prior to document submission to AQD\*\*\*
2. Updated Course Specification
3. Updated Module Specification
4. Statement of Compliance
5. Evidence of approvals
6. Library/Estates/IT notification \*if applicable
 | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Addition or deletion of option modules | M | December | Agreement required | Notification required | Notification required | 1. New module code(s) must be requested and confirmed by Systems Office prior to document submission to AQD\*\*\*
2. Updated Course Specification
3. Updated Module Specification
4. Statement of Compliance
5. Evidence of approvals
6. Library/Estates/IT notification \*if applicable
 | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Assessment timings | NM | December | N/A | N/A | Notification required | 1. Updated Module Specification
2. Statement of Compliance
3. Evidence of notification
 | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Assessment method or weightings | M | December | Agreement required | Notification required | Notification required | 1. Updated Module Specification
2. Statement of Compliance
3. Evidence of approvals
 | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Bibliography | NM | December | N/A | N/A | N/A | 1. Updated Module Specification
2. Statement of Compliance
 | Module Catalogue, Marketing, School Offices and Library notified though updated course and module specifications |
| Changes to teaching delivery (e.g AUT/ SPR/ SUM) | M | December  | Agreement required | Notification required | Notification required | 1. Updated Course Specification
2. Updated Module Specification
3. Statement of Compliance
4. Evidence of approvals
 | Module Catalogue, Marketing and Library (if required) notified though updated course and module specifications |
| Changes to mode of delivery | M | December | Agreement required | Notification required | Notification required | 1. Updated Module Specification2. Statement of Compliance3. Evidence of approvals | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Course learning outcomes  | M | December | Agreement required | Notification required | Notification required | 1. Updated Course Specification
2. Updated Module Specification
3. Statement of Compliance
4. Evidence of approvals
 | Module Catalogue, Marketing and Library (if required) notified though updated course and module specifications.Admissions notification required through updated course specifications |
| Entry criteria | M | December | N/A | Notification required | Notification required | 1. Updated Course Specification
2. Statement of Compliance
 | Module Catalogue, Marketing, and Admissions notification required through updated course specifications |
| Indicative syllabus | M | December | Agreement required | Notification required | Notification required | 1. Updated Course Specification
2. Updated Module Specification
3. Statement of Compliance
4. Evidence of approvals
 | Module Catalogue, Marketing and Library (if required) notified though updated course and module specifications |
| Module title | M | December | Agreement required | Notification required | Notification required | 1. New module codes must be requested and confirmed by Systems Office prior to document submission to AQD\*\*\*
2. Updated Course Specification
3. Updated Module Specification
4. Statement of Compliance
5. Evidence of approvals
 | Module Catalogue, Marketing and Library (if required) notified though updated course and module specifications |
| Module level  | M | December | Agreement required | Notification required | Notification required |
| Module credit  | M | December | Agreement required | Notification required | Notification required |
| Module learning outcome | M | December | Agreement required | Notification required | Notification required | 1. Updated Course Specification
2. Updated Module Specification
3. Statement of Compliance
4. Evidence of approvals
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*NB:*

*Changes to courses including the addition of a pathway or the approval of a new mode of study (e.g. online delivery mode) must go through a revalidation process. Variations to the UG/PG Framework or amendments to regulations falls outside the modification process and therefore require a rationale and updated course documentation to be submitted to the University’s Learning, Teaching and Quality Committee (LTQC) for approval, including agreement from PSRBs where required.*

*\*Material (M) or Non-Material (NM)*

*\*\*Deadlines based on September starts, for January starts please see* [*Quality Manual*](https://www.londonmet.ac.uk/about/academic-quality-and-development/quality-manual/) *Chapter 7.*

*\*\*\** *To request a new module code please complete a* [*Module Code Request*](https://staff.londonmet.ac.uk/academics-and-teaching/module-and-course-information/module-code-request/) *Form and email it to Systems at systemsoffice@londonmet.ac.uk. Please also use this email address for clarification of existing codes or advice on coding.*