Modification Statement of Compliance (Blended/ Distance Learning/ Standard)

For further details, please see Chapter 7 (Course Modifications) of the [Quality Manual](https://www.londonmet.ac.uk/about/academic-quality-and-development/quality-manual/).

|  |
| --- |
| 1. **Type of Proposed Change(s)**
 |
| Type of proposedmodification | Material Change [ ]  Non-material Change [ ] For material or non-material changes, and the requirements for them, please refer to the Modifications Requirements Table (AQD030). |
| Blended Learning [ ]  Distance Learning [ ]  Both [ ] Standard [ ]  As part of University Initiative [ ]   |

**Please remove any guidance text in blue before sending in the document to the AQD department.**

|  |
| --- |
| 1. **Course/Module details**
 |
| 1. **School(s)**

(The School to which this modification belongs) | [ ]  AAD [ ]  GSBL [ ]  SCDM [ ]  SHSC [ ]  SSSP [ ]  SBEN |
| Collaborative partner name(If modification taking place on an off-campus course) |  |
| 1. **Course title(s)**

(If modification at Course level) | Only include the courses which will require changes to their specs. |
| 1. **Other Course(s) and/or School(s) affected**

(If any) | Please state all courses and Schools that will be affected by this modification. To ensure that all are included, check section **1d** of module specs (section 17 in older module templates).*E.g.**SCDM**BA (Hons) Journalism, Film and Television Studies**GSBL**BA (Hons)Marketing* |
| 1. **Module code and title**

(If modification at module level) | Name all the modules that will suffer changes due to this modification.*E.g.**-SJ4036 Reporting Skills* *-SM5051 Crime and Media*   |
| 1. **Modifications requiring a new module code**

(Indicate new module code and title) | Any request for new module code(s) must be done before submitting the modification documentation. Evidence of the request/ approval will need to be shared alongside the Statement of Compliance. |
| 1. **Module closure due to modification**

(Indicate module code and title) | State any modules that will not be running anymore as a result of this modification, and should be closed/deleted because of it.This should include only modules that are not running for other courses. |
| Implementation date (Academic year) | Which academic year? Will it have a January or September start?*E.g.Sept 2021; February 2022 (Feb starts)* |
| Cohorts affected(Academic year/level) |  |
| Communication | Please outline how the proposed changes will be communicated to students |

| 1. **Nature of and rationale for proposed modification**
 |
| --- |
| Rationale(Provide a rationale for the proposed modification.This can include a standard change to the module, or a move to a Blended/ Distance Learning Approach) | Here you have a chance to explain the reasoning behind the proposed modification(s).Please justify with reference to one or more of the following: the module and course dashboard (modules pass rates/ non-submission)Student feedback (via SES/ NSS)External Examiner ReportsAssessment PrinciplesEducation for Social Justice FrameworkEg The module dashboard indicates that the non-submission rate is 35% and student feedback from the SES indicates the nature and timing of the exam poses problems |
| Nature and Extent of these changes(Provide full details on the nature and extent of the modification, including details of any regulatory changes)Please ensure that **ALL** modifications made to the specs are being mentioned in this section. | Please use this section to provide detailed information on all proposed changes to the Course and Module specifications (X has been replaced by Y and/or Z).*E.g.****BSc Psychology****PC4006 Personality and social psychology (Core; 30 credit).**Deleted and replaced by PC4052 Personality (Core; 15 credit) and PC4055 Social influences on thinking and behaviour (Core; 15 credit).* *PC4007 Cognitive and developmental psychology (Core; 30 credit)**Deleted and replaced by PC4054 Cognition and behaviour (Core; 15 credit) and PC4053 Child development and behaviour (Core; 15 credit)*  |

|  |
| --- |
| 1. **Consultations**
 |
| This section must be completed for all proposals with potential Consumer Protection Law implications. Consultation **must** be evidenced. Where evidence is not obtained or the evidence indicates that current students do not agree with the proposed modification, it will not be processed. |
| 1. **Evidence of Student Consultation**

(Provide details and evidence on how students have been consulted about changes being made to existing provision:E.g., via Weblearn, email exchange or a Course Committee) |  |
| 1. **Internal Consultation**

(Has this proposed modification been discussed and agreed with relevant people) | [ ] Subject Leader [ ] Course Leader[ ] Other Schools/ Courses affected by this change. Mention who:  |
| 1. **Informing Collaborative Partners**

(If course/module is offered collaboratively, confirm that the affected institution(s) have been contacted and provide their response to proposed changes) |  |

|  |  |  |
| --- | --- | --- |
| **5. Documentation attached with this form** | Yes | No |
| Revised Course Specification (with track changes) |[ ] [ ]
| Revised Module Specification(s) (with track changes) |[ ] [ ]
| Any other forms related to the modification (e.g., course title change, module code, request form) |[ ]  [ ]  |
| Evidence of student consultation and/or agreement |[ ] [ ]
| Evidence of Academic Liaison Tutor consultation with Collaborative Partners and responses (for collaborative courses) |[ ] [ ]
| Evidence of External Examiner/adviser consultation |[ ] [ ]
| Evidence of informing the collaborative partners, if relevant |[ ] [ ]
| Evidence of PSRB consultation, if relevant |[ ] [ ]
| Evidence of library consultation, if relevant |[ ] [ ]
| Evidence of IT consultation, if relevant |[ ] [ ]
| Evidence of Estate consultation, if relevant |[ ] [ ]
| Evidence of Senior Leadership consultation (for variations to the Framework) |[ ] [ ]
| Evidence of Deputy PVC: Student Services or nominee consultation (for variations to the Regulations) |[ ] [ ]
| Other (specify here) |[ ] [ ]

*When the proposal has been fully developed this form and the amended course documentation (course and/or module specifications) must be submitted to your School Learning, Teaching and Quality Committee for School authorisation.*

*Following this, the proposal and updated course documentation should be submitted to Academic Quality and Development (AQD) for processing.*

|  |
| --- |
| **6. Authorisation** |
| Course or Module Leader (as appropriate): |  | Date: |  |
| Academic Liaison Tutor (collaborative only): |  | Date: |  |
| Dean of School: |  | Date: |  |
| **School Learning, Teaching and Quality Committee:** |  | **Date:** |  |

***Please note: The Chair of the School Learning, Teaching and Quality******Committee ‘sign off’ is taken as final School approval and confirmation that due process has been followed. Also, the modification will not be processed by AQD until relevant names and dates have been entered.***