Course Modifications Policy

1. Internal and External Reference Points

1.1 London Metropolitan's Policy and Process for course modifications have been developed in consultations with the QAA Quality Code published in March 2018, and the QAA Advice and Guidance on Course Development and Design published in November 2018.

1.2 Course teams should consult and consider internal (Academic Regulations, General Student Regulations, and external reference points in the development of courses including Subject Benchmark Statements, the Framework for Higher Education Qualifications in England (FHEQ), Apprenticeship Standards and any Professional Statutory and Regulatory Bodies (PSRB) requirements.

2. Course Modifications

2.1 London Metropolitan University aims to develop and run courses that meet appropriate threshold standards, provide students with an inclusive and up to date curricula, prepare students for employment, and provide students with a high-quality experience and positive outcomes. To ensure that all courses at London Met, including those at collaborative partners maintain their currency and respond to market forces and student feedback, it is sometimes necessary that Course teams propose amendments.

2.2 School LTQCs in partnership with AQD will manage the modifications records for London Met courses. Collaborative partners will also be subject to these modification requirements. School LTQCs are responsible for approving modifications at School level and ensuring that due process has been followed, with students included in the decision making.

2.3 Once approved by School LTQCs, modifications must then be submitted to AQD for scrutiny. AQD may require further clarification /updates to modifications, before final documentation is approved.

2.4 Course modifications will be divided into material and non-material; the types of modifications are outlined in the Modifications Requirements Table (AQD030). A modification should be an exceptional rather than a regular occurrence, and most changes should be made during a Periodic Review.

2.5 A Periodic Review will be triggered if courses exceed material modifications of 30% of core modules, or 20% of core modules together with another material change, such as a change of title.

2.6 If a modification is going to affect courses in other Subject Areas or Schools, then the Course team must inform the Course Leaders for those particular courses.

2.7 If a module is to be closed or suspended as a result of the modification process, then this must be clearly identified in the Statement of Compliance.

2.8 A modification will not be approved without accompanying evidence and the signatures of the Chair of School LTQC and the Dean of School. The Modifications Requirements Table (AQD030) outlines full evidentiary requirements.

2.9 Courses that are suspending intakes, permanently closing or changing title are subject to processes outlined in Section 8 of the Quality Manual. Collaborative partners will also be subject to these requirements.

3. Late Modifications

3.1 The Academic Portfolio Committee (APC) has delegated responsibility on behalf of Academic Board for the approval of late modifications at London Met.

3.2 Following approval by the Chair at the School LTQC, AQD is responsible for sending late modifications to APC, subject to the completion of the APC Chair's Action form by the Course team.

3.3 For operational reasons AQD may request that any late modification is processed at the next available opportunity and not go through APC.