

## Course Modifications Process

### 1. Outline

- 1.1. The Course modifications process at London Metropolitan University supports the ability for courses to continue to meet appropriate threshold standards, provide students with an inclusive and up to date curricula and a high-quality experience.
- 1.2. Given the contractual nature of the relationship between the University and students, modifications should only take place in response to issues and/or innovations as they arise to ensure the quality of the student experience. They should therefore be an exceptional, rather than a regular occurrence.
- 1.3. Modifications may be identified through student feedback processes such as course committees or surveys, as well as at the SSB, CEP meetings, PEM meetings (for Collaborative partners only), External Examiner or PSRB feedback. All modifications should be mindful of Competition and Markets Authority (CMA) requirements.

### 2. Types of Modification

#### ***Material Modifications – Approval Required***

- 2.1. Material modifications are those that change the basic nature of the course and/or student experience. Elements of the curriculum defined as material by the Office for Students include key information such as:
  - Duration of course\*
  - Fees\*
  - Entry requirements\*
  - UCAS code [where relevant]
  - Type of award\*
  - Course title\*

Curriculum information such as:

- Structure of course+
- Core modules\*
- Range of optional modules+
- Details of modules mandatory to achieve accreditation\*

Curriculum composition such as:

- Module content+
- Type and amount of teaching+
- Type and amount of assessment+
- Study abroad/placement opportunities+

‘\*\*’ = express consent from applicants is required

‘+’ = consent from applicants may be required

2.2. Material modifications may also require consultation and/or approval from External Examiners, PSRBs and students. Please refer to the Modifications Table (AQD030) when making material modifications.

2.3. Material modifications require approval by the School Learning Teaching and Quality Committees (SLTQC’s) before coming to AQD to be processed. Material modifications are recorded per course by AQD and SLTQC.

### ***Non-Material Modifications – Notification Required***

2.4. Non-material modifications are those that do not amend the fundamental course structure and can include routine updates of course information.

2.5. Examples of non-material modifications include changes to assessment timings, bibliography, change of course or module leader etc. Please refer to the Modifications Table (AQD031) when making non-material modifications.

2.6. Non-material modifications should be noted at SLTQC committees before coming to AQD to be processed.

## **3. Timelines for Modifications**

3.1. Modifications are implemented at the start of each new academic year. The deadline for modifications is the November or December SLTQC. This is approximately 9 months before the proposed date of implementation.

3.2. This deadline allows students or potential applicants to be fully informed of the changes in advanced of being implemented. It also allows other departments time to process the change and to ensure that the most up to date course is marketed for the new academic year.

3.3. New courses and recently revalidated courses should operate for one full academic year from the point of approval before modifications are considered and approved.

3.4. With some exceptions, modifications for the same academic year are generally not permitted.

#### **4. Process**

- 4.1. Course teams are required to submit a Statement of Compliance (AQD031), alongside the updated course documentation (using tracked changes or highlighting to clearly show where changes have been made). When requesting a modification relevant evidence should also be submitted as outlined in the Modification Table (AQD031), at the SLTQC for approval.
- 4.2. Course teams are required to inform all colleagues whose courses will be affected by the proposed changes.
- 4.3. Once approved, the documents should be submitted to AQD to be processed. AQD may require further clarification or updates to be made before the final documentation is agreed and processed.
- 4.4. AQD will inform relevant departments of the changes and record the request in the AQD modifications log.

#### **5. Modifications and Periodic Review**

- 5.1. Requesting changes to core modules which amount to 30% or more of a course, or 20% of core modules and another material modification (e.g., a course title change) automatically triggers a periodic review. Please liaise with AQD in the first instance for advice and guidance in such instances.

#### **6. Modifications Requiring Academic Portfolio Committee (APC) Approval**

- 6.1. A course title change is one of the most significant changes that can be requested and impacts on potential and continuing students. Full consideration should be given to the timing of a title change request during the consultation phase.
- 6.2. Normally, continuing students should complete the course on the existing title and potential students should not be disadvantaged in their application to the University by any such change.
- 6.3. Should a School wish to continue with a title change the Course Changes form (AQD035) will need to be completed alongside an updated course specification, and submitted to AQD to process. Please refer to the relevant guidance in section 2.1 - 2.3 of this document, alongside Section 8 – Course Suspension, Closure and Title Change before submitting the form to AQD. If approval is given, the APC secretary will inform the Course team directly and other relevant departments through the Portfolio Changes Log.

6.4. Other modifications that require APC approval include variations or a departure from the framework which governs the course or module in question (Undergraduate/Postgraduate framework), as well as late submissions which were not considered at the December School LTQC.

## 7. Material and Non-Material Modification Timeline

