



## **Course Modifications Policy**

### **1. Internal and external reference points**

- 1.1 London Met's policy and process for course modifications have been developed in consultation 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 Met 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 The Academic Portfolio Committee (APC) has delegated responsibility on behalf of Academic Board for the approval of modifications at London Met. APC will delegate responsibility to School LTQCs who will be required to report modifications to LTQC to ensure that modifications are reasonable, that due process has been followed and students have been included in the decision making.
- 2.3 Course amendments will be divided into material and non-material modifications. The types of modifications and process required are outlined in the Modifications Requirements Table ([AQD030](#)).
- 2.4 Periodic Review will be triggered if courses exceed material modifications of 30% of core modules, or 20% of core modules and another material change such as a change of title.  
  
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.
- 2.5 Courses that are suspending intakes or closing are subject to processes outlined in Chapter 8 of the Quality Manual. Collaborative partners will also be subject to additional requirements as outlined in Chapter 11.
- 2.6 The modification will not be approved without accompanying evidence. The Modifications Requirements Table ([AQD030](#)) outlines full evidentiary requirements.