

Course Modifications Process

1. Outline

- 1.1 The Course Modifications process at London Met supports the ability for courses to continue to meet appropriate threshold standards, provide students with an inclusive and up to date curricula and with a high quality experience. The process aligns with the Continuous Monitoring process and allows for courses to be amended during the approved validation cycle.
- 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.
- 1.3 Modifications may be identified through student feedback processes such as course committees or surveys, SSB and PEM meetings, 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 amend the ‘information provision’ that has been provided to applicants and students. These modifications are considered major as they affect the fundamental course structure, and includes the information provided in the course specification. Material Modifications include changes to;
 - Entry requirements/criteria
 - Core modules for the course (including status as core, credit weighting level, or addition/deletion/replacement of a core module)
 - Course or module learning outcomes
 - Module title change
 - Module indicative syllabus
 - Length of study
 - Location of study
 - Course regulations
 - Fees and additional costs
 - Assessment requirements (including methods and weightings)
- 2.2 Material modifications require approval by the School Learning, Teaching and Quality Committees (SLTQC) and reporting to Academic Portfolio Committee (APC) Material Modifications are recorded per course by AQD and SLTQC. Courses that exceed material modifications of 30% of core modules, or 20% of core modules and



another material change such as a change of title will be required to undergo a Periodic Review (process outlined in chapter 4 of the Quality Manual).

- 2.3 All material modifications will require consultation and feedback from External Examiners, PSRBs and students, including those who have accepted an offer on the course. On some occasions as per the Modifications Requirements Table ([AQD030](#)), External Examiners and students may have to confirm agreement to the modifications.

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. Non-material modifications include changes to;
- Assessment timings and/or weightings
 - Bibliography
 - Change of course or module leader
- 2.5 Non-Material modifications should be noted at SLTQC committees.

Modifications requiring APC Approval

- 2.6 A course title change is one of the most significant changes that can occur and impacts on potential and continuing students. The consultation should therefore ensure that full consideration is given to the timing of a title change. 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. ([AQD032](#))
- 2.7 Should a School wish to change a title of a course, the relevant guidance and process in section 2.6 as well as the General Student Regulations should be adhered to. If, as a result of the consultation process, the need for title change is compelling, the course title change proposal form ([AQD032](#)) should be completed before the Head of School approaches the University's Academic Portfolio Committee (APC) who will make a ruling in the case. If approval is given, the Secretary of the APC shall circulate formal notification about the decision attaching the updated course specification and including the date from which the change applies.

Modifications requiring approval of the Learning, Teaching and Quality Committee (LTQC)

- 2.8 Some changes will require approval of the University's LTQC, these are:



- Variation – any departure from the framework which governs the course or module in question (Undergraduate/Postgraduate framework)
- Late Modifications – those are submitted after the given deadlines

3. Timelines for modifications

- 3.2 The deadline for modifications for September start to the SLTQC is December annually, this is 9 months before the proposed date of implementation which is the start of the next academic year. The modifications will then be noted at the January APC for formal ratification, and Collaborative Taught Provision Sub-Committee (CTPSC) for collaborative academic partners.
- 3.3 For January starts, the deadline for modifications at SLTQC is May annually, this is 9 months before the proposed date of implementation. The deadlines allow for applicants to be fully informed of the changes and the most up to date course to be marketed for entry in September of the following academic year. Courses should operate for one full academic year from the point of validation before modifications are considered and approved.
- 3.4 Modifications for the same academic year are not allowed.

4. Process - material modifications

- 4.2 Course Teams are required to complete a Statement of Compliance ([AQD031](#)) before the required deadline and submit it to SLTQC. Course Teams should update course documentation using tracked changes. The Heads of School are required to sign off the material modifications outlined in the Statement of Compliance.
- 4.3 For material modifications and where changes to assessments are required, Course Teams should seek agreement from students on the proposed changes. Evidence of this agreement should be submitted along with the Statement of Compliance. Where applicants have accepted an offer, Course teams should liaise with Student Journey to ensure all offer holders are contacted.
- 4.4 Course Teams should also send the proposed changes to External Examiners and relevant PSRBs for review and approval. Evidence of approval should be attached to the Statement of Compliance. In some cases (changes to core modules) IT, Estates and Library may also need to be consulted.
- 4.5 Once all evidence is gathered and documentation completed, Course Teams should submit them to the SLTQC Officer for consideration at the SLTQC. The SLTQC will either approve or reject the change and this will be formally recorded in the minutes and the AQD modifications log.
- 4.6 Once approved, AQD will inform relevant professional service departments of the changes and circulate the updated documentation. Course Teams are required to



inform students, applicants (if relevant), the External Examiner(s) and PSRBs of the approved changes.

- 4.7 In January annually, the AQD business partner will submit the approved modification log to APC/CTPSC for formal ratification.

5. Process non-material modifications

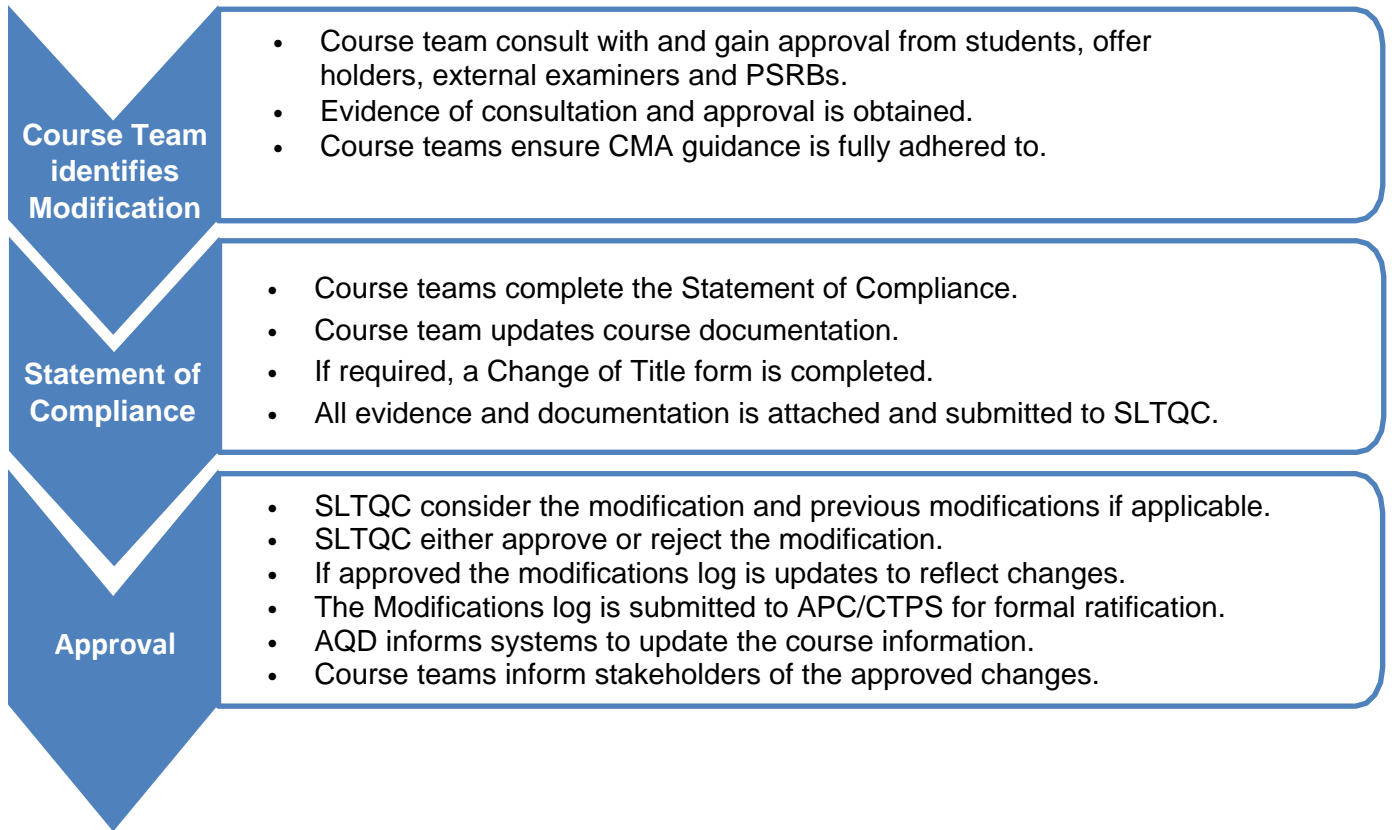
- 5.2 Course Teams should update relevant documentation and complete the Statement of Compliance ([AQD031](#)). Course Teams must inform students, the External Examiner(s) and PSRBs (if applicable) of the proposed changes and this must be attached to the Statement of Compliance as evidence.
- 5.3 Once all evidence is gathered and documentation completed, Course Teams should submit them to the SLTQC Officer for consideration at the SLTQC. The SLTQC will either approve or reject the change and this will be formally recorded in the minutes and the AQD modifications log.
- 5.4 Once approved, AQD will inform relevant professional service departments of the changes and circulate the updated documentation. Course Teams are required to inform students, applicants (if relevant), the External Examiner(s) and PSRBs of the approved changes.

6. Monitoring modifications

- 6.2 SLTQC is responsible for monitoring the level of modifications. When modifications are proposed to SLTQC, the Committee should be made aware of previous modifications through the School modification log. If SLTQC or AQD judges that the courses have met the threshold or changes are extensive, a Periodic Review will be triggered.

7. Process flowcharts

Material modifications



Non-Material Modification

