Programme Modification Form (2023-24)

Deadlines

* Modifications for the subsequent academic year must be approved by the Monitoring Committee (or in some cases Senate, see tables 1, 2 and 3 the [Quality Manual](https://www.sgul.ac.uk/about/our-professional-services/quality-and-partnerships-directorate/quality-assurance-at-st-georges/quality-manual) Section D) before the **second Friday in December (8th December 2023)** in the academic year prior to their implementation.
* If the deadline is not met, implementation will be delayed unless the criteria for Early Implementation are met, in which case the Early Implementation section of this form must be completed.

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| **Guidance for Course Teams*** If multiple modifications are proposed, these should be submitted on separate forms.
* If the proposal would require course documentation to be updated, then these should be updated with tracked changes and appended to the Form (eg Schemes of Assessment, Programme Regulations, Programme Specification, Module Descriptors).
* Completed forms should be submitted to the Quality and Partnerships Directorate (gdelahay@sgul.ac.uk).
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| **Guidance for Monitoring Committees*** Provided that the deadline has been met and the Modification is not intended for Early Implementation, the Monitoring Committee may:
	+ Approve the proposal for the subsequent year
	+ Reject the proposal
* If the Proposal is intended for Early Implementation, the Monitoring Committee may:
	+ Approve the proposal, without recommending Early Implementation (eg a proposal received in February 2024 could be approved for 25/26)
	+ Approve the proposal and recommend Early Implementation (eg a proposal received in February 2024 could be implemented in 2023/24 or 2024/25). In this case the proposal would be forwarded to QAEC for ratification.
* Proposed modifications recommended to QAEC by the monitoring committee should be submitted by forwarding the Modification Form and ensuring that it demonstrates:
	+ there is a clear rationale for early implementation of the proposed modification
	+ stakeholders who will be affected by the proposed modification have been consulted
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For further guidance on modifications, please refer to Section D of the [Quality Manual](https://www.sgul.ac.uk/about/our-professional-services/quality-and-partnerships-directorate/quality-assurance-at-st-georges/quality-manual). Advice can also be obtained the Quality and Partnerships Directorate.

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| **Programme Information** |
| Degree Qualification and Programme Title (current title) |  |
| Department: please circle/underline(a key is appended to this form) | JF\_RADJF\_RHBJF\_PARMB\_CLE | MB\_BHSMB\_PGEMB\_MCSMB\_PED |
| Module Code(s) |  |
| Module/Course Director(s) |  |
| Proposed date of implementation |  |
| **Modification Information** |
| Type of modification proposed (e.g. minor change to delivery, increase to student numbers – see tables 1 and 2 of the Section D of the Quality Manual) |
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| Summary detail of indicative nature of change (i.e. Change from; change to) |
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| Rationale for the modification (please include supporting documentation where possible) |
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| Are there any potential resourcing implications to consider for the programme being modified or other programmes that may share resource? If so, what action has been taken to mitigate these implications? |
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| Will the schemes of assessment, programme specification and/or programme regulations need to be updated to reflect the proposed changes? If so, ensure that they are appended to the Modification Form with tracked changes enabled. |
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| **Consultation and impact on stakeholders** |
| Will the proposed changes affect students currently enrolled and if so, what transitional arrangements will be made for affected students? |
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| Outcome of consultation with students (see Quality Manual Section D paragraph 11) |
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| Has the Student Systems Team been consulted? | Yes ☐No ☐ |
| Please provide the outcome of the discussion or the reason why consultation with the Student Systems Team was not required. |
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| Will this change cause the location of study of the programme to change? An increase or decrease in the number of weeks that students spend onsite may impact how the course needs to be returned to HESA. Courses are set up on SITS as either institution based, work place based, distance learning or overseas based. |
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| Has the Timetabling Manager been consulted? | Yes ☐No ☐ |
| Please provide the outcome of the discussion or the reason why consultation with the Timetabling Manager was not required. |
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| Has the Learning Technology Services Team been consulted? | Yes ☐No ☐ |
| Please provide the outcome of the discussion or the reason why consultation with the Learning Technology Services Team was not required. |
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| Has the Admissions Team been consulted? | Yes ☐No ☐ |
| Please provide the outcome of the discussion or the reason why consultation with the Admissions Team was not required. |
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| If the modules affected by the change are accessed by other programmes, what was the outcome of consultation with the relevant course directors for the affected programmes? |
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| If PSRB approval is required, please detail the outcomes of any initial consultation that has taken place with the PSRB and indicate how and when PSRB approval will be gained. |
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| Outcome of any further consultation (e.g. with external examiners, practice partners, service users, collaborative partners and/or accrediting body) |
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| **Sign-off** |
| Name and signature of Course Director | Date: |
| **Approval by Senate/Monitoring Committee:** |
| Date: |

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| **Early implementation** |
| **This section is only to be completed if the proposed modification is to be implemented in-year or if it is to be implemented in the following academic year, but the 8th December deadline has already been missed.**There may be cases where circumstances arising either internally or externally warrant early implementation of a modification. In such cases, the criteria for early implementation must be met and an additional level of approval from QAEC will be required.If there is an intention to implement this modification early, then please circle/underline the grounds on which this proposed modification warrants early implementation. |
| * it relates to the requirements of a regulatory or professional body like the GMC or the HCPC;
* it relates to a critical issue highlighted in student feedback as having a negative impact on the student experience,
* an assessment issue which, if uncorrected, might put standards at risk. Issues of this kind might for example be identified by external examiners;
* its implementation would not require action from other stakeholders such as timetabling, SST or Learning Technology Services/ Alternatively, stakeholders might favour early implementation
* implementing it early would not impact on the University’s obligation to comply with Consumer Protection Law.
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| Please explain how the proposed modification meets the grounds for early implementation that you have circled above and provide any additional information to support the monitoring committee and QAEC in determining the best timeframe for implementation. |
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| **Approval by QAEC for early implementation:** |
| Date: |

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| QPD will ensure that Programme Modification Forms are forwarded to the following departments, where applicable to the type of modification being made:* Timetabling (to model changes, if required)
* Student Systems Team (SST)
* Learning Technology Services (where a change may impact Canvas)
* MSA (Marketing, Student Recruitment and Admissions)
* Exams team
* Admissions
* Administrative teams
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**Appendix 1: Guidance for course teams on recommending and implementing modifications**

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| * **Action Checklist**

Following approval, course teams are reminded to ensure the following actions are completed to ensure proposed changes are correctly disseminated within the institution and communicated externally:* Ensure departmental marketing information is updated to reflect the changes to teaching delivery
* Communicate changes to current students following agreed protocols (if required)
* Update programme information (e.g. student handbooks)
* Onward reporting for relevant Committee to note
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| * **Supporting Documentation**

Where possible, Programme Modification Forms should be accompanied by supporting evidence demonstrating the **rationale** for the modification and consultation with stakeholders. This may include:* APMR
* External Examiner Report
* NSS/SES
* Course Committee minutes

Any documentation that is required to be **updated** as a result of the change should also be attached, including:* Programme regulations
* Scheme of Assessment
* Programme specification
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| **Department codes** |
| Code | Dept | Courses |
| JF\_RAD | * Radiography
 | * UG and PG Radiography programmes
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| JF\_RHB | * Rehabilitation Sciences
 | * UG and PG Physiotherapy and Occupational Therapy programmes
 |
| JF\_PAR | * Paramedics
 | * UG Paramedic Science and PG Advanced Clinical Practice
 |
| MB\_CLE | * Clinical Education
 | * Physician Associates and MBBS
 |
| MB\_BHS | * Biomedical Education
 | * UG Biomedical Science, Clinical Pharmacology and Healthcare Science
 |
| MB\_PGE | * Postgraduate Education
 | * Non-MCS MScs
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| MB\_MCS | * Molecular & Clinical Sciences
 | * Sports Cardiology, Heart Failure and Clinical Neuroscience Practice
 |
| MB\_PED | * IMBE Professional Education
 | * Short courses including Summer School
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