**Programme and Module Change Requests – Online Form**

Faculty scrutiny teams will consider programme and module changes informed by CMA communication requirements, as outlined in the University **CMA Policy and supporting Guidance.** Departments (programme leader or faculty registrar) will provide written notification to students affected by the change directly **using Blackboard to ensure a visible audit trail,** explaining the changes and setting a deadline for any comments or other objections. The consultation should also include a discussion with the relevant student representatives and evidence other stakeholders – where applicable (e.g., employers, external examiners or PSRBs) and evidenced on the online submission. Outcomes should be followed up within the Department and copies of responses retained. Where appropriate, suitable alternatives should be offered.

This proforma articulates a summary of communication activities undertaken. Programme Leaders will upload this form to online change proposals, once approved at departmental level by the Director of Education or Head of Department.

|  |  |
| --- | --- |
| **Programme Code** |  |
| **Programme Title** |  |
| **Year** |  |
| **Level** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Type** | **Communication Sent** | **Feedback received** | **Action taken / completion outcome** |
| Information (1)[[1]](#footnote-2) | N/A | N/A | N/A |
| Consultation (2)[[2]](#footnote-3) |  |  |  |
| Consent (3)[[3]](#footnote-4) |  |  |  |

Copies of any supporting communication (e.g., email, notes of meetings) should be retained within Faculty, as these maybe required for the purposes of an audit trail.

**(1) Draft Information to Applicants**

Applicants will be informed by the Admissions Team in Global Marketing and Business (GMB).

**(2) Draft Consultation Communication to Students**

Dear Students,

I am writing to advise you that the following changes to your programme are proposed for introduction in the next academic year.

* Change 1 (*please provide brief summary*)
* Change 2 (*please provide brief summary)*
* Change 3 (*please provide brief summary)*

These changes have been proposed because (*explain why the changes are being made. It is anticipated that the impact on students will be explain any potential positive or negative impact on students.)*

Before making these changes, we want to obtain feedback from you as one of the students who will be impacted by these changes. Should you have any comments, please *respond to* *this email by (DATE/attend the open meeting on DATE/other feedback mechanism)*. Your feedback will be considered as part of the scrutiny process to approve these changes. You will be notified of the final outcome of this process *by your programme team on (DATE/in due course).*

Kind regards.

Programme Leader

**(3)** **Draft Consent Communication to Students**

Please contact Academic Registry (Quality & Teaching Excellence) for advice and guidance before seeking consent.

1. *Changes made will only affect applicants who have not yet been offered a place* [↑](#footnote-ref-2)
2. *Proposed changes will affect students currently on the programme – including Foundation Year students and deferred students. For proposed changes to Level 3: applicants informed only; for Level 4: all level 3 students on FY and pathway programmes consulted; for Level 5: all level 4 students consulted; for Level 6: all levels 4 and 5 students consulted; for Level 7 integrated masters: all levels consulted; for Level 7 PGT: applicants informed only* [↑](#footnote-ref-3)
3. *When changes are made to a programme title or duration which affects the current cohort of students. Please contact Academic Registry (QTE) for advice and guidance before seeking consent.*  [↑](#footnote-ref-4)