**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. Proposers who have submitted a change request** will provide written notification to all 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. Consultation should also include a discussion with relevant student representatives and other stakeholders such as employers, external examiners or PSRBs, these discussions should be evidenced on the online submission. Outcomes should be followed up and copies of responses retained within the Department.

This proforma articulates a summary of communication activities undertaken. Proposers must upload this completed form to the revisions portal at the time of submission.

**NB:** All affected students must be informed of the proposed changes, consultation with student reps only is not sufficient. Consultation via BlackBoard is the preferred method of communication as it ensures consistency of information and evidences an audit trail.

|  |  |
| --- | --- |
| **Programme Code(s) / Titles** |  |
| **Year of proposed change** |  |
| **Level(s)** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Have you consulted/informed/ sought consent with ALL relevant students (Y/N)** *(see footnote)*If you answer **N**, your proposal cannot be progressed until all students have been consulted/informed where necessary**NB:** you will need to keep evidence for audit purposes | **Date communication sent** | **Method of communication**e.g. Email or BlackBoard**NB:** BlackBoard is the preferred method of comunication | **Feedback received** | **Action taken / completion outcome** |
| **1** | **Information** (1)**[[1]](#footnote-2)** |  |  |  |  |  |
| **OR** |
| **2** | **Consultation** (2)**[[2]](#footnote-3)** |  |  |  |  |  |
| **OR** |
| **3** | **Consent** (3)**[[3]](#footnote-4)** |  |  |  |  |  |

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

**TEMPLATE TEXT**

**(1) Draft Information to Students**

* Applicants will be informed by the Admissions Team in Global Marketing and Business (GM&B).

**Draft Information Communication to Students in relation to external regulatory bodies changes**

Dear Students,

I am writing to advise you that the following changes to your programme will be introduced 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 are in line with external regulatory body requirements. *Explain the impact for students.*

Kind regards

Programme Leader

**(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

**\****We recommend a two week consultation period*

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

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

1. *Applicants who have not yet been offered a place will be informed by GM&B. It is the proposer’s responsibility to inform students if the change is driven by an external regulatory body (e.g.PSRB or Inst. of Apprenticeships), in line with section 4.2 of University CMA guidance.* [↑](#footnote-ref-2)
2. *All current students must be consulted or informed for in year changes*

*Proposed changes will affect Foundation Year students and deferred students. For proposed changes to:*

*Level 3: applicants informed by GM&B;*

*Level 4: all level 3 students on relevant FY and pathway programmes consulted; applicants informed by GM&B;*

*Level 5: all level 4 students consulted;*

*Level 6: all levels 4 and 5 students consulted;*

*Level 7: integrated masters: all levels (4-6) consulted; for Level 7 PGT: F/T applicants informed by GM&B, P/T students consulted by proposer* [↑](#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)