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**Programme Modification Request Form**

**Guidance**This form and the accompanying block outline/s or programme specification/s\* must be submitted to the relevant Board of Studies and (where required) Department Management Board for scrutiny and approval. For guidance on the scrutiny and approval of programme modifications, please see the [Programme Modification Policy](https://students.brunel.ac.uk/documents/Policies/programme-modification-policy.pdf), in particular Section 7. **Where the proposal includes a change of award title, this form must also be submitted to the Strategic Approval Scrutiny Panel (SASP).**

Following final approval by the relevant final scrutiny and approval body, the below documents must be submitted to Quality Assurance.

* The completed Programme Modification Form
* All modified block outline/s and/or programme specification/s with tracked changes
* Confirmation of the appropriate approval

Quality Assurance will review the proposed modification and may refer the proposal back prior to implementation.

**Submitting Programme Modifications**When submitting a programme modification, the following are requirements:

* All modifications should be submitted using this form. Where appropriate, multiple modifications can be presented under one form.
* Programme specification and block outlines must be drawn from the [Programme Documentation Repository](https://intra.brunel.ac.uk/s/DocumentArchive/Pages/Programme-Documentation-Repository.aspx).
* All amendments to documents must be shown using the track changes function in Word.
* All documents must be submitted in Word format.
* Modified files should, in the file name, have the next version number and then “draft” added. For example: “BB1234 - Introduction to Biosciences v2 Draft”.
* All new block outlines must have the relevant HECoS code/s listed. For guidance on HECos codes, please see section 10 of the Programme Approval Policy (available [here](https://www.brunel.ac.uk/about/quality-assurance/programmes)).

**Modifications that do not meet the above requirements will be referred back.**

For further guidance on Programme modifications, please see the Programme Modification Policy.

**2 Programme Modification Details**

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| **CONTACT DETAILS**  |
| College: |  |
| Department/Division: |  |
| Academic Contact: |  |

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| **SECTION A: TYPE OF MODIFICATION** |
| Block modification  | *Yes/No* |
| Programme modification | *Yes/No* |
| Both (*for example a block level modification that requires a change to the programme specification or vice versa*) | *Yes/No* |

| **SECTION B: MODIFICATION DETAILS** |
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| Please list the block/s outline/s being modified. | *Code and name* |
| Please list the programme specification/s being modified including those from previous years if relevant.  | *Name* |
| When do you wish the modification to be effective from? | *Academic year and month* |
| For which cohorts should this modification apply to? For example:* New entrants only;
* January starters from the previous academic year;
* Part-time students.
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| Has the impact of this modification on block or programme level learning outcomes been fully considered and addressed as part of this modification and the documentation submitted?  | Choose an item.*Please provide details* |
| Does this modification impact on a programme outside of the department/division (e.g. because the block is part of another division/department’s programme)? | Choose an item.*If yes, please provide details:* |
| Does this modification impact on programmes delivered through Brunel University London Pathway College (BPC)? For example: * A change which should be replicated in an alternative FHEQ 4 programme?
* A significant change in content that would require modification of the associated foundation or pre-masters programme?
 | Choose an item.*If yes, please provide details:* |
| Does this modification impact on a Brunel Online programme?  | Choose an item.*If yes, please provide details* |
| Does this modification impact on programmes delivered in partnership with another organisation (not BPC or Brunel Online)? | Choose an item.*If yes, please provide details* |
| Does this modification have any significant resource implications, eg. staffing or new equipment? | Choose an item.*If yes, please provide details* |
| Does this modification need to be reported to/approved by a professional, statutory or regulatory body? | Choose an item.*If yes, please provide details* |
| Please describe any equality impact on students who have protected characteristics or priority areas such as: age, disability, gender, race/ethnicity, sexual orientation, gender reassignment, religion/belief, pregnancy/maternity, students with caring responsibilities and those from more deprived social economic backgrounds?* How will they be impacted?
* How will you mitigate any negative impact?
* When will this action be completed?
 | Choose an item.*If yes, please provide details and a response to the additional questions.*  |

**3 Programme Modification Explanation and Rationale**

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| **SECTION C: MODIFICATION RATIONALE** |
| **In the box below, please describe the modification/s you wish to make including the rationale (**for *category 5 to 9 modifications, a detailed summary of the proposed changes should be provided. Please see Section 12 of the Programme Modification Policy)* |
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| **SECTION D: Consultation with Students** |
| In the box below, please describe any consultation with students that has taken place (including dates), or any that needs to take place if the modification is to go ahead.  |
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| If any programme changes affect current students, including those who will not graduate on schedule (i.e. students in abeyance), please describe any transition arrangements if applicable. |
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| **SECTION E: Liaison with Marketing and Admissions -** See Section 7 of Programme Modification Policy for when this is required |
| Comments from Marketing |
|  |
| Comments from Admissions |
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| **SECTION F: Communication with Applicants –** See Section 7 of Programme Modification Policy for when this is required |
| In the box below, please provide the statement that is going to be sent to applicants outlining any changes to their chosen programme.  |
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