

## Application for minor modification to an existing programme of study

Minor modifications to existing programmes of study may be approved by the Institute Board, or equivalent, using this PV9 form and submitted to the Academic Standards Committee (ASC) for information. The types of modifications that may be approved in this way are listed in Section 1 below and in Chapter 4 of the Academic Quality Handbook.

The modifications cannot be made before Institute Board, or equivalent, approval has been given. Where modifications to a number of cognate programmes are proposed, a single PV9 form may be used.

This process applies to all collaborative partner institutions **and partners must submit the form to the Collaborative Partnerships Office for consideration.**

Advice on the procedure is available from the Academic Office and/or Collaborative Partnerships Office. Following Institute Board, or equivalent, approval, completed PV9 forms, together with the relevant supporting documentation, should be submitted to the Academic Office for presentation to ASC.

**Note that this application will form part of the definitive record for the programme, and will be available to students. Where applicable, it will also be used to update Moodle, the Student Record System and the published timetable. To allow time for the necessary changes to be made for the start of a new academic year, all proposals should be submitted to the Academic Office by the 28.02.2023.**

## SECTION A

### 1 Summary

|                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Proposing Institute/Institutes                                                                                                                  |  |
| Proposing Academic Disciplines(s)                                                                                                               |  |
| Collaborative Partner Institution(s) (where applicable)                                                                                         |  |
| If more than one Institute is involved, which Institute is responsible for the programme for the purposes of validation, monitoring and review? |  |
| Titles of programme(s) affected by the modification                                                                                             |  |
| Mode(s) of attendance<br>(Full-time/Part-time/Sandwich/Other)                                                                                   |  |
|                                                                                                                                                 |  |

Existing ones only! You cannot make a change to mode of attendance for a programme on this form!

All programmes affected! Not just yours

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location of delivery (specify campus or distance-learning; include details of any partner institution) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                      |
| Awarding body (if not the University)                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                      |
| Nature of proposed modification                                                                        | <input type="checkbox"/> Minor changes to programme specification<br><input type="checkbox"/> Changes to the learning outcomes, the assessment methodology or the indicative content of existing modules (changes to learning outcomes and assessment methodology require consultation with the external examiner)<br><input type="checkbox"/> A change to the title of an approved module<br><input type="checkbox"/> The addition of an approved module to a named pathway<br><input type="checkbox"/> The introduction of new material or new modules which do not result in a material change<br><input type="checkbox"/> Minor structural changes<br><input type="checkbox"/> Offering an approved module within the programme in a different language |                                                                                                                                                      |
| Module Code and Module Status                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Component Pass<br><input type="checkbox"/> Core<br><input type="checkbox"/> Compulsory<br><input type="checkbox"/> Optional |
| Please provide details of any Professional Accreditation linked to the programme concerned             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PSRB to be informed?<br>Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                                                  |
| Date from which modification will take effect                                                          | Click or tap to enter a date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                      |

Existing ones only! You cannot make a change to location for a programme on this form!

One wrong click can be a big problem here and tip you into MATERIAL CHANGE. CORE and COMPULSORY are not the same!

This MUST ALWAYS be in the future, and in good time to inform students. You cannot retrospectively make changes.

## 2 Rationale

2.1 Brief rationale for the proposed modification

### 3 Supporting documentation

- 3.1 Where minor changes have been made to the programme specification, module specifications, or where the introduction of new material/modules is proposed, **please append a copy of the updated relevant programme document(s)**
- 3.2 Where consultation with the external examiner has taken place (required for changes to learning outcomes and/or assessment methodology), **please append evidence**

**NOTE:** As the University continues to move to adopting electronic reading list software, it will no longer be necessary to seek approval of changes to reading lists via the Institute Board. The purpose of the exemplar reading list on the validated PV3 module descriptor will be for validation purposes only and the reading list on the PV3 will not be updated once the electronic reading list is available as that will become the 'live' reading list. In the meantime, if you are not yet using electronic reading list software, you may update the reading list and this will need to be submitted via your Institute Office to the Academic Office for storing on the module repository. This will not require a PV9 form (unless other changes are being made to the module) but the Institute Office will need to change the date before submitting to the Academic Office, for version control purposes.

### 4 Involvement of other Institutes and partners

- 4.1 Does the modification have implications for other Institutes or partner institutions? Yes ☐ / No ☐
- 4.2 If yes, please confirm that you have discussed the modification with the relevant Institutes or institutions and that they have no objections to the proposal
- 4.3 Is the modification likely to entail additional contractual obligations for the University (for example, with an external provider of teaching or services)? Yes ☐ / No ☐

Make absolutely certain that you are not affecting another programme.  
If you are new to the role, please speak to your Academic Director.

## 5 Summary of approvals

***This section should be signed by the officers below PRIOR TO SUBMISSION TO ASC. In signing the form, the officers are confirming that the appropriate consultation has taken place and that they support the modifications as outlined on this PV9 form.***

I confirm that the proposal was supported by the Institute Board, or equivalent, on ..... (Date of meeting)

Signed ..... Date .....  
Dean of Institute/Academy

Where the proposal involves more than one Institute, the signatures of the other relevant Dean(s) should be provided below

.....

**Once approved at Institute level, please complete SECTION B overleaf before submitting the documentation to the Academic Office.**

## **SECTION B**

### **1. Revisions to modules and Moodle**

1.1 Is a new module code required? YES ☐ / NO ☐

Please note that a new module code is required in the event that one or more of the following has been changed:

- module title
- module level
- credit value
- assessment structure e.g.
  - a change in the number of assessment components
  - a change in the weighting of assessment components
  - a change to an assessment type e.g. an exam is changed to coursework
  - a change in the length of a formal 'written exam' (a new module code is not required for a change in the length/volume of assessments defined as 'Coursework' or 'Practical')
- significant changes to the module aims/learning outcomes/content.

Where none of the above changes have been made, a new module code will still be required if the original module continues to be run.

If you have to run both modules for any length of time, then you will **NEED** a new code.

1.2 If a new module code is only required for certain modules, please list them below:

| Original Module Code | New Module Code | Module Title |
|----------------------|-----------------|--------------|
|                      |                 |              |
|                      |                 |              |
|                      |                 |              |

1.3 Will the changes require updates to Moodle? YES ☐ / NO ☐

1.4 Can any existing modules be deleted and archived as a result of this proposal? YES ☐ / NO ☐

1.5 If YES to 1.4, please list the relevant modules below and indicate when each existing module may be archived (if a module is being revised for the following year, you may need to keep the current version live until the end of the academic year, while students remain in the system):

| Module Code | Module Title | Date to be archived (MM/YYYY)* |
|-------------|--------------|--------------------------------|
|             |              |                                |
|             |              |                                |
|             |              |                                |

Don't forget to check with the module co-ordinator(s) on this. It does depend on when they will be able to move materials from one module to the other.

\* Please note that modules will normally be archived from the 1<sup>st</sup> of the month, so if you wish the modules to be archived at a later date, please select the following month.

**2. Checklist of items sent to Academic Office to process PV9 and report to Academic Standards Committee**

| Ref | Item to be sent to Academic Office                                                                                   | Included Y/N |
|-----|----------------------------------------------------------------------------------------------------------------------|--------------|
| 2.1 | PV9 completed, signed and dated by the Institute/Collaborative Partnerships Office (CPO).                            |              |
| 2.2 | Institute/CPO report on PV9 for ASC (Excel summary).                                                                 |              |
| 2.3 | Individual Word versions of new/revised module outlines (dated for PV9 approval and changes tracked, as applicable). |              |
| 2.4 | Revised, tracked DPD (PV2a/b as applicable) with the PV9 amendments made.                                            |              |
| 2.5 | E-mail evidence of External Examiner approval (as required).                                                         |              |

You need to fill these in before you submit to AO!