***This form must be submitted to the relevant Associate Head Teaching & Learning (AHT&L) (for changes to be implemented in the 2024/25 academic year)***

***The final deadline for minor changes is end of May 2024 unless the change is exceptional. This is because late changes have consequences across University departments and for the module lead i.e. timetabling, moodle page changes, consumer law.***

***If this a minor change for a PDU module please use the PDU SHP or SNAM minor change form.***

**Proposal is to: (please  all that apply)**

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|  | Create a new module(s) |
|  | Change to existing module(s) |
|  | Change to Section A of the module record |
|  | Change to Section B of the module record |
|  | Delete a module(s) permanently |
|  | Suspend a module(s) for the next academic year |
|  | Amendment to the module delivery session (Autumn, Spring, etc.) |
|  | Change to a new mode of delivery (i.e. Face to Face/Blended/Distance Learning) |
|  | Change the programme structure |
|  | Change the Programme Specification only |
|  | **If you are making a change to the Module Lead/Programme Lead ONLY, please email**  [**Health-quality@plymouth.ac.uk**](mailto:Health-quality@plymouth.ac.uk) |

**Process for submitting minor change:**

**STAGE 1**

**Module/Programme Leads:**

* Complete and sign the change form
* Ensure that the **change form** and **track changed version of the module record and/or programme specification** have been scrutinised by members of the Programme Committee and the External Examiner
* Submit the above documentation to the Associate Head Teaching & Learning (AHT&L).

**STAGE 3**

**Quality Team:**

* Collates and checks the documentation
* If the change is to Part A of the MR submits the documentation to the Associate Dean Education & Student Experience (ADESE) for approval.

**STAGE 4**

**Associate Dean Education & Student Experience (ADESE):**

* Reviews the documentation
* Signs the change forms and emails the documentation to [health-quality@plymouth.ac.uk](mailto:health-quality@plymouth.ac.uk).

**STAGE 2**

**Associate Head Teaching & Learning (AHT&L):**

* Reviews the documentation
* Signs the form
* Emails the documentation to [health-quality@plymouth.ac.uk](mailto:health-quality@plymouth.ac.uk)

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| **Change Proposed**  **by:** | **Name:** | **School:** | |
| **Existing Module Code and Title** (if applicable)**:** | | | |
| **Programme(s)** (please list all programmes affected by change): | | | |
| **Title of new/revised module:** | | | |
| **Is the proposed module a Core or Optional Module:** | | | |
| **Where applicable, identify module being replaced and whether Core or Optional:** | | | |
| **Academic Year of implementation of proposed change to programme/module:**  *Please note that if the change is for the current academic year, you must discuss the proposal with your AHT&L in the first instance. ‘In year’ changes will be considered in exceptional circumstances only* | | | |
| **Rationale and Summary of Change(s):**  *Please ensure that all changes proposed to the module record/programme specification are detailed within this section* | | | |
| **Unit-e information:**  First Taught Date of Module:  Last Taught date of Module:  Last date of engagement in module:  (e.g. hand in date, last date of placement, final exam etc.)  Mode of delivery: On Campus/Blended/Distance Learning  *(This information is required for ALL changes to ensure the module is set up correctly on Unit-e and to enable timetabling)* | | | |
| **Other Schools/Faculties/Partners affected by the change?** YES/NO  *If yes, list here and please note that you will need to obtain the written agreement of the Programme Leader(s) responsible for all affected programmes.* | | | |
| **What impact, if any, does the change have on the programme assessment strategy?**  *If applicable please liaise with the Faculty Assessment Team/Psychometrics to discuss any implications with regards to the ADB/Forms/Examination arrangements* | | | |
| **What impact does the change have on the overall content of the programme**? | | | |
| **What impact does the change have on the students’ learning experience in terms of:**  Contact hours / Mode of attendance (eg FT/PT/DL) | | | |
| **Does this change affect inter-professional learning (positive or negative impact)? Yes/No**  **If yes, please give details:**  **If yes, has this been discussed with leaders of relevant programmes within or outside your school? Yes/No** | | | |
| **Is there going to be any on-line delivery Yes/No**  **If Yes, please provide a brief description of approach to on-line delivery being proposed:** | | | |
| **Supported by External Examiner:** YES/NO  *Please insert comments and name of External Examiner unless the change is to Part B of the MR or the change requested is a discontinuation of module only,* ***we will be unable to proceed without these comments.***  Comments: | | | |
|  | | | |
| **For completion by the Proposer and Programme Lead (if applicable):**   * I confirm that the proposal does not require any additional funding or resources * I confirm that the change has been reviewed by members of the relevant Programme Committee (or Chair’s Action taken on behalf of the Committee)   **Signed (Proposer):**  **Date:** | | | |
| **Signed (Programme Lead):**  ***If applicable*** | | | **Date:** |
|  | | |  |
| **For completion by the Associate Head Teaching & Learning (AHT&L):**   * I confirm my approval of the proposed change(s) | | | |
| **Signed (AHT&L):** | | | **Date:** |
| **AHT&L:** Please send documentation to [health.quality@plymouth.ac.uk](mailto:health.quality@plymouth.ac.uk) | | | |
| If the changes are to Section B of the module record **only,** it is not necessary for the section below to be completed. | | | |
| **For completion by the Associate Dean, Education and Student Experience (ADESE):**  Proposal Approved: Yes/No | | | |
| **Signed (ADESE):** | | | **Date:** |
| **ADESE:** please send the signed form to [health.quality@plymouth.ac.uk](mailto:health.quality@plymouth.ac.uk) | | | |

**Additional Notes:**

1. This form is only for changes classed as ‘Minor Changes’. Minor changes are defined by the University as:

* Change to module title, credit or level.
* Change to module assessment, eg, the addition, removal or replacement of an assessment element.
* The addition or replacement of a non-core module within a programme or a

core module where the programme’s intended learning outcomes are not affected.

* Changes to the aims, objectives or learning outcomes for a module.

1. All minor changes should be considered by members of the Programme Committee in the **Autumn term** of the academic year *prior to* the year the changes will be implemented.
2. Please ensure that you provide electronic copies of any new or updated module records (in the approved format) and updated programme specification (in the approved format if applicable) with track changes.
3. Some changes to modules will trigger a new module code.
4. If you are uncertain about whether the changes are classified as minor or not, discuss the proposals with the Quality Team.