Programme Leader or nominated alternate to:
- Identify the need for a modification
- Complete the major/minor modification form
- Ensure that students and external examiners are consulted, where appropriate
- Attach any necessary documentation to support the documentation, e.g. amended programme specification, module descriptors
- Sign the modification form

Modification to be submitted to the Board of Studies for consideration and approval (final approval for minor modifications – see appendix 3 for more detailed process information on minor modifications)

**Minor** Modification to be submitted to the Associate Dean (Learning and Teaching) for consideration and approval

**Major** modification to be submitted to the Directorate of Quality Enhancement and Standards who subsequently submit the modification to the Quality and Standards Sub-committee for consideration and approval

The Directorate of Quality Enhancement and Standards to inform the Programme Leader, SSAD, Marketing and Admissions of the approval and request that all necessary changes are made.

Further consideration required

Modification to be submitted to the University Learning and Teaching Committee for consideration and approval

Proposer to be informed of the reasons for not approving the proposal. Guidance on how the proposal can be amended should be provided and the proposal resubmitted for consideration (if appropriate).

Approved forms to be uploaded to the Quality Assurance Programme Documentation SharePoint site by the Directorate of Quality Enhancement and Standards

Start

Approved?

Yes

No

Approved?

Approved?

Approved?

Further consideration required

Approved?