Guidance Regarding Major and Minor Modifications

1. Introduction

1.1. The type of a modification is determined by its impact on the programme as a whole. Examples of ‘major’ and ‘minor’ modifications are given below however further advice is available from the Registry’s Quality Assurance & Enhancement Team.

2. Major Modifications

2.1. Proposals to modify the following programme details as recorded on the programme specification:

- Title (including umbrella titles and titles of programme streams)
- FHEQ level
- Mode and period of study (including the addition/removal of a mode of study)
- Credit volume
- Cohort entry points (including the addition/removal of an entry point)
- Entry requirements (including English language requirements)
- Learning outcomes
- Learning & teaching methods
- Assessment strategy and structure

2.2. Proposals to withdraw or suspend a programme or stream within a programme and proposals to reintroduce a suspended programme or stream within a programme.

2.3. Proposals to make a modification to a collaborative module.

2.4. Proposals to make an in-session modification.

3. Minor Modifications

3.1. Proposals to modify the following details as recorded on the module outline (and programme specification where appropriate):

- Module title
- Module FHEQ level
- pre-requisite or co-requisite modules
- Module learning outcomes
- Module teaching methods
- Module assessment methods
- Module assessment weightings
- Module study hours
- Module credit volume
3.2. Proposals to introduce a new module, proposals to withdraw or suspend an existing module and proposals to reintroduce a suspended module.

Approved by [Committee Name]
November 2014

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<th>Document title:</th>
<th>Guidance Regarding Major and Minor Modifications</th>
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<td>Version:</td>
<td>1</td>
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<tr>
<td>Date:</td>
<td>November 2014</td>
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<td>Approved:</td>
<td>Registry</td>
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<td>Effective from:</td>
<td>November 2014</td>
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<tr>
<td>Originator:</td>
<td>Quality Assurance and Enhancement Team, Registry</td>
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<td>Contact for queries:</td>
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<td>Notes and latest changes:</td>
<td>Formatting changes made on 08 March 2016</td>
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