

Annex 11 – Nature of modification and level of approval/consultation

	Proposed modification	Level of approval	Timing	Any other notes
1	Changes to Programme Specification (1): <ul style="list-style-type: none"> a) name of award (consequence of curriculum changes) b) addition of new named award (eg a pathway) c) teaching institution d) qualification (final award) e) routes available (single/joint/major/minor) f) duration of award g) modes of delivery offered 	Programme re-approval	Normally a minimum of 15 months in advance of first enrolments	
2	Changes to Programme Specification (2): <ul style="list-style-type: none"> a) name of award (simply re-branding) b) addition of sandwich period c) programme aims d) programme intended learning outcomes 	Programme Approval and Review Sub-committee	Normally autumn of academic year before proposed change comes into effect	PARS may seek advice of key members of the University outside of the PARS membership where it considers appropriate
3	Any change to Programme Structure Diagram (See also note on module descriptor Field 13)	School	Normally autumn of academic year before proposed change comes into effect	Requires agreement of Student Services and other Schools in which module is available

4	Any change to ILO map	School	Timing based on semester/trimester in which the modified module is delivered	External examiner must indicate approval Academic Services should be consulted on award implications
5	Any change to assessment map	School	Timing based on semester/trimester in which the modified module is delivered	External examiner must indicate approval
6	Introduction of new module to a programme	School	Normally autumn of academic year before proposed module commences	Approval of new module descriptor is subject to approval by the usual stakeholders in programme approval (external examiner in place of external advisors)
7	For modifications to fields of module – see module descriptor	School	Timing based on semester/trimester in which the modified module is delivered	See module descriptor: School-level approval but the School must seek the relevant agreements indicated against each Field on the module descriptor