2. Types of course modification

2.1 Course modifications can vary in terms of scale and impact, and so for the purposes of this procedure they are grouped into three categories:

i) **Module updating:** routine minor changes to existing modules (see Section 3 below), usually to ensure ongoing currency, that:

do not alter the substantial character or content of the module

do not affect material information about the course

These changes do not require formal approval or student consultation, but revised module specifications should be submitted to the Quality team for information.

ii) **Course modification:** changes at module and/or course level that:

alter the substantial character or content of the module, and/or

alter the substantial character or content of the course, and/or

affect material information about the course

These changes require formal approval by the relevant School

- change of module leader or module contributors

- minor editorial changes to correct errors in course or module documentation (for example to address typographical errors, to clarify wording or to address inconsistencies in the documentation).

3.2   Once the changes have been made, updated module specifications should be included in the course handbook and submitted to the Quality team (quality@uos.ac.uk) to ensure that there is an accurate and up-to-date central record   .

4.   Course modification

4.1   Where course teams wish to make more significant changes at module and/or course level that alter the substantial character or content of the module and/or course, or affect the material information about the course, these require formal approval by the School (or equivalent in partner institutions) and the Head of Quality in advance of the module starting.

4.2   In addition to internal formal approval, some changes also require external examiner consultation, for example:

- change of module or course title

- introduction of a new / replacement module

- withdrawal of a mandatory or requisite module

- change in level or credit weighting of a module

- change in module status (e.g. optional, requisite, mandatory)

- change to pre-requisite modules

- change in course aims or course and module learning outcomes

- change in assessment methods

- addition of a named exit award

- revisions to entry requirements / criteria (except tariff points)

- changes to professional accreditation requirements or removal of PSRB accreditation

- conversion of an existing course into a higher or degree apprenticeship, where no major changes to the existing course are required in order to meet the relevant apprenticeship standard.

4.3

4.9 Upon approval by the School (or equivalent within partner institutions), the course modification form should be submitted to the Quality