**Change Approval   
Form (CAF)**



**This form is to be used for all proposed modifications to validated modules or programmes**

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| **1 Programme(s) affected by the modification(s) including those delivered Off Campus**  *Please list all course codes affected and attach correspondence with OCD confirming partner involvement with changes* | | | **Programme Code(s)** |
|  | | |  |
| **2 Form completed by** | | | **Date** |
|  | | |  |
| **3 Summary of the proposed modification and rationale** | | | |
|  | | | |
| **4 Has an Industry Advisory Board (IAB) or similar employer body been involved in determining the proposed changes?** | | | |
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| 1. **Proposed date for introduction of the modification**   *Please note that modifications to programmes should not usually be implemented for a current cohort of students. Modifications with timetabling implications need to be approved by February before the year of introduction to be taken into account in the annual timetable.* | | | |
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| 1. **Professional, Statutory or Regulatory Body (PSRB) approval**   *Relevant emails or pdf’s of correspondence should be included with the CAF* | | | |
| **6a** | **Is PSRB approval required?** | Yes/No | |
| **6b** | **Name of relevant PSRB** |  | |
| **6c** | **PSRB approached** | Yes/No  Date of approach: | |
| **6d** | **PSRB approval received** | Date of receipt: | |
| 1. **New or Revised Module Specs/Impact on Programme Specs** | | | |
| **7a** | **Please list the new Modules Codes if obtained** |  | |

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| **8 For each module/programme to be modified mark the appropriate box(es) to indicate the proposed change(s)**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Approval Method** | | **CAF to School Board then forward to SEO to be actioned** | | | | | **CAF to SEO and then to USP** | | | | | | | | | | | | **CAF to SEO and then to Programmes Committee for Academic Approval prior to Programme Approval** | | | | | | **Programme or Module Code and Title** | | **A1** | **A2** | **A3** | **A4** | **A5** | **B1** | **B2** | B**3** | | **B4** | **B5** | **B6** | **B7** | **B8** | **B9** | **B10** | **C1** | | **C2** | **C3** | **C4** | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  | **Key to categories of change:**  **A = Normally Approved by School Board**  A1. Adding new optional module  A2. Outline and/or Indicative Content of existing module to provide greater clarity  A3. Learning Outcomes of existing module to provide greater clarity which **do not** impact on the Programme Learning Outcomes  A4. Assessment methods for existing module which **do not** impact on the Programme Specification *(eg essay changed to portfolio – no change to KIS category of Coursework)*  A5. Learning and Teaching Strategy/Assessment Strategies/Feedback to provide greater clarity.  **B = Normally Approved by SEO and then University Standing Panel**  B1. New Core Module  B2. Withdrawing existing module (option or core)  B3. Status of module from option to core or core to option  B4. Duration of existing module  B5. Learning and Teaching Methods that require a change to the Programme Specification *(eg Scheduled contact time 32.5 hours Independent Study 67.5 hours changed to Scheduled 35 hours Independent Study 65 hours)*  B6. Level of existing module  B7. Credit rating of existing module  B8. Assessment methods which require a change to the Programme Specification *(eg from examination to coursework)*  B9. Assessment weightings which require a change of the Programme Specification *(eg exam 50% and coursework 50% to exam 100%)*  B10. Assessment Marks *(eg exam 70% to 50% pass mark)*  **C = Other Changes Normally Major**  C1. Category B Changes that are significant in volume or complexity Academic Coordinator and SEO to determine - also cumulative changes that have taken place in the past  C2. Introduction, removal or change to work placement - *Please refer to the* *University Work Based Placement Code of Practice*  C3. Programme Specification – Learning Outcomes  C4. Other change to Module(s) or Programme not included above Please provide details on a separate sheet. | | | | | | | | | **PLEASE NOTE:**  Changes that fall into **Category A** will normally be approved at School Board Level via submission of a CAF to the Academic Coordinator and changes will be implemented the following academic year. **Category B and Category C** will normally require a CAF to be submitted to SEO post approval at School Board for further consideration. Depending on the time of year that a CAF is submitted, changes will be applied either for the following academic year or the subsequent academic year if time does not permit the change to be notified to existing students and offer holders.  If the required change is not listed please contact Standards and Enhancement Office for advice.  The following fields are editable on the Module Specification Database which allows you to update these fields on the published version of your module specifications so should only be used to correct an error – please obtain School Board approval (by way of notifying your Academic Coordinator/Academic Operational Lead) for changes with the exception of Learning Resources which should be updated regularly:   * Formative Assessment Strategy * Summative Assessment Strategy * Learning & Teaching Strategy * Module Outline * Feedback * Indicative Content entries * Learning Resource entries | | | | | | | | | | | | | |

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| **9** | **Are there resource implications arising from the proposed modifications?** | | | | Yes/No |
| *Please note appropriate consultation within and beyond the School should take place regarding any identified increased or decreased resource needs from proposed modifications. Please consult with the Dean of Faculty/Head of School and/or Pro Vice Chancellor (Academic) regarding resources for new modules or significant changes to existing modules. Please also consult with the Subject Librarian to ensure Library resources are planned for.* | | | | | |
| **Staffing resources identified** | | | Yes/No/Not applicable | | |
| **Library resources identified** | | | Yes/No/Not applicable | | |
| **Computing resources identified** | | | Yes/No/Not applicable | | |
| **Laboratory/teaching space needs** | | | Yes/No/Not applicable | | |
| **Study/field trips** | | | Yes/No/Not applicable | | |
| **Other mandatory costs to be met by the University** | | | Yes/No/Not applicable | | |
| **Relevant supporting documentation is attached** | | | Yes/No/Not applicable | | |
| 1. **Other University Consultation**   *Has consideration been given to other parties within the University who need to be consulted? For example, Standards and Enhancement Office regarding suitability of the changes; Timetabling team in relation to timetabling matters; Student Recruitment and Admissions team in relation to changes affecting prospective students within the admissions cycle.* | | | | | |
| **Yes/No**  **Further information:** | | | | | |
| 1. **Are the modules delivered at partner organisations?** | | | Yes/No/Not applicable | | |
| *Please provide details of relevant programmes and consultation that has taken place with Off Campus Division* | | | | | |
| 1. **Comments from the external examiner(s)** | | | | | |
| **EE/EA Comments provided/attached:** | | Yes/No/Not Applicable | | | |
| 1. **Student Consultation**   *Please provide details of how students have been/will be consulted about:*   1. *the proposed modification(s) including explanation regarding the reasons for the change;* 2. *the implications for the students and/or offer holders and/or applicants; and* 3. *the implementation plan including where appropriate the means by which applicants who have an offer of a place which will be impacted upon by the changes will be supported to make alternative arrangements should that be necessary.*   *Please also provide details of how the agreement of existing students will be obtained if they are to be affected by the proposed change.* | | | | | |
| 1. **Equality and Diversity**   *Does the modification have any implication for equal opportunities* | | | | | |
| **Yes/No**  **Further information:** | | | | | |
| 1. **Any other relevant information**   *Please provide/attach additional information as required.* | | | | | |
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| 1. **Decision of School/Division Board** | | | | **Please tick selection** | |
| Approved (Category A) | | | |  | |
| Approved and referred to SEO (Category B) or Programmes Committee (Category C) | | | |  | |
| Deferred | | | |  | |
| Not Approved | | | |  | |
| 1. **Date approved by the School/Division Board** | | | | | |
| 1. **Category B – Decision of USP** | | | | | |
| Approved | | | |  | |
| Deferred | | | |  | |
| Not Approved | | | |  | |
| 1. **University Standing Panel Comments** | | | | | |
| 1. **Category C - Decision of Programmes Committee** | | | | | |
| Approved | | | |  | |
| Deferred | | | |  | |
| Not Approved | | | |  | |
| 1. **Programmes Committee Comments** *eg details of approval process to be followed* | | | | | |
| 1. **Date of Decision by Programmes Committee** | | | | | |
| 1. **Programme Approvals Panel Decision**   Date ………………………………………………………………………………………….. | | | | | |
| 1. **Follow up action undertaken by Standards and Enhancement Office**   **Details**  Name ………………………………………………………………………………………..  Date ………………………………………………………………………………………….. | | | | | |