# MAJOR MODIFICATION FORM

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Advice on making modifications.

Before completing this form, please refer to Academic Quality Handbook [QH5](https://www.hope.ac.uk/media/aboutus/governancedocuments/academicqualitydocuments/QH5%20Approval%20of%20Modifications%20to%20Existing%20Provision.docx) for advice on making modifications to approved provision. Please note, this form is for MAJOR modifications only – the process for minor modifications can be found on page 5 of QH5.

The rules and regulations of the [Competitions and Markets Authority](https://www.gov.uk/government/organisations/competition-and-markets-authority) (CMA)[[1]](#footnote-1) must be considered when making major modifications – all major modifications require consultation and consent from all students and as such the Consultation:-

* Should be proportionate to the situation and the level of risk involved.
* The responses MUST be used to determine whether or not the change should be made and/or inform action to be taken to manage the impact of change.
* Must ensure students are informed of the outcome of the consultation.

## Once the consultation has been completed and a decision is taken to proceed with the Major Modification, the following form must be completed.

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|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **School / Department** |  | |
| **2** | **Title of Award/s** |  | |
| **3** | **Applies to:**  (please specify, clearly identifying the levels) | Single Honours (Level F, C, I, H**[[2]](#footnote-2)**) |  |
| Major (Level F, C, I, H) |  |
| Post Graduate (Level M[[3]](#footnote-3)) |  |
| Other |  |
| **4** | **If linked to other provision please specify** |  | |
| **5** | **Date endorsed within school /departmental meeting** |  | |
| **6** | **Proposed date for changes to take effect** |  | |
| **7** | **Resource implications** |  | |

|  |  |  |
| --- | --- | --- |
| **8 SUMMARY OF PROPOSED CHANGE(S)** | | |
| **Version of the Definitive Document to which changes will be applied** | **Version XX** | |
| **Nature of Proposed Change/s**  *Please see QH5 handbook pages 5 & 6 for examples of proposed changes* |  | |
| **Rationale for Change/s** |  | |
| **9 Does the proposed modification constitute a material change from the perspective of current students / applicants / prospective students?\*** | | **YES\*/NO** |
| **\* If Yes, please specify the action/s required to ensure that any such material changes are communicated to prospective students, applicants and / or existing students.**  *Note: If the changes constitute a material change for current students, our MMAP process requires that existing students are actively engaged in the process (via SSLC and other consultative channels).* | | |

**ONCE APPROVAL IS GIVEN, THE MASTER DOCUMENT MUST BE UPDATED & A NEW VERSION NUMBER SHOULD BE ISSUED BY THE UNIVERSITY EXECUTIVE MANAGER TO ENSURE THAT STRICT VERSION CONTROL IS MAINTAINED.**

**WHERE THE ON-LINE SYSTEM IS USED, A NEW VERSION NUMBER WILL BE GENERATED AFTER THE DOCUMENTATION HAS BEEN UPDATED FOLLOWING APPROVAL.**

**For Administrative purposes:**

**MAJOR MODIFICATION**

1. Discussed and Adopted at School / Departmental Academic Committee - Date:

2. External Comment received Yes/No

3. Student consultation and representation obtained Yes/No

4. Endorsed at School / Departmental Academic Committee Date:

5. Approved by the HoS/D Date:

6. UEM updates Version Reference Date:

7: UEM advises Student Administration/Recruitment & Admissions Date:

***STUDENT ADMINISTRATION*:**

Modification form and updated hard copy Definitive Document

received by Student Administration Officer (where applicable) Date**:**

***SCHOOL / DEPARTMENTAL LEVEL***

Modification Form received by University Executive ManagerDate:

**On Course Major Modifications:**

**Head of School / Department confirmation that these have been**

**communicated to students / applicants as applicable.** Date:

**Not applicable as this is the first time this course has been operational**

1. Please see[; UK higher education providers – advice on Consumer Protection Law](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/428549/HE_providers_-_advice_on_consumer_protection_law.pdf) [↑](#footnote-ref-1)
2. Level 4, 5 and 6 of the FHEQ [↑](#footnote-ref-2)
3. Level 7 of the FHEQ [↑](#footnote-ref-3)