T2.13 : REQUEST FOR Changes to existing provision

If you have any queries about the completion of this form, please seek advice from your Faculty link Quality Assurance Officer and/or link Curriculum & Student Information Manager (Registry)

This form should be used to request Type A and/or B changes to individual modules, or changes to be made following the re-validation of a programme. Refer to the [Quality and Standards Handbook](https://www.brookes.ac.uk/staff/apqo/quality-and-standards-handbook/changes-and-revalidation) for the definitions of Type A and B changes and the approval process which should be followed.

*Please indicate the type/s of changes being requested in this form*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type A** |  |  **Type B** |  |  **Changes through re-validation** |  |
|  |  |  |  |  |  |

*(Please note that changes through re-validation must be agreed at a formal panel event)*

*Please provide details of programme(s) and module(s) affected.*

|  |  |
| --- | --- |
| **Programme****Code(s)** | **Programme Title(s)** |
|  |  |
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|  |  |
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| **Module****Code(s)** | **Module Title(s)** |
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|  | **Current arrangements (not required for re-validation)** Please outline the arrangements currently in place, to enable colleagues to judge the extent of the change.  | **Proposed arrangements** *including, where applicable, the level and date from which the change applies e.g. for students entering Level 5 from September 2021.* | **Rationale**Include how the need for the change was identified.  |
|  | For guidance on how to complete this section please contact your link Curriculum and Student Information Manager (Registry).**Please show clearly each change on a separate row:** |
| 1 |  |  |  |
|  | **Level and date the change applies from:** |
| 2 |  |  |  |
|  | **Level and date the change applies from:** |
| 3 |  |  |  |
|  | **Level and date the change applies from:** |
| 4 |  |  |  |
|  | **Level and date the change applies from:** |
| 5 |  |  |  |
|  | **Level and date the change applies from:** |

**Add rows as necessary**

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| **For change requests submitted after the normal deadline,** please give:1. The reason for the late request:
2. An analysis of the impact of the change on students who have already selected the module, and how this is to be addressed:

Permission to request late changes must be sought from your ADESE or Faculty Head of Quality & Validations.  |

**Documentation required:**

Once approved by the appropriate Subject/Programme Committee (or revalidation panel), this form should be submitted to your Faculty Quality Officer together with:

* Updated module descriptor(s). *Please use track changes.*
* Amended programme specification, if changed. *Please use track changes.*
* Consultation report (T2.14), *if applicable.*

**Approval required:**

The change(s) must be agreed with the following members of staff:

|  |  |
| --- | --- |
| **Role / Group** | **Please indicate name and date agreed** |
| Module Leader  |  |
| Link Student Records and Curriculum Manager (Registry) |  |
| Programme Lead(s) for each programme affected |  |
| Stakeholder consultation (as applicable) | Indicate who was consulted (e.g. external examiner, students, etc) and the date they agreed to the changes. |
| Chair of Subject/Programme Committee or Chair of re-validation panel |  |

**Reporting**

|  |  |
| --- | --- |
| Date of submission to Faculty Quality Officer |  |
| Date of consideration by appropriate panel | i.e. Faculty AESC/QLIC or Quality sub-groupor re-validation panel |
| Date approved change paperwork sent to APQO/SCRM/Admissions |  |
| Date stakeholders notified, if applicable | e.g. students, external examiners |

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| **Quality sub-group report (for Type B changes)** |
| Summary of the key points raised by quality sub-group members, and outline of approval decision. |