**Modifications for the following 2024-25 academic year and onwards must be approved by the appropriate Committee and have been reported to the Quality Assurance and Enhancement Team by the following deadlines:**

* **31 March for Major Modifications**
* **31 July for Minor Modifications**

Modification deadlines for programmes with entry points which do not follow the normal academic cycle will be agreed separately on a case-by-case basis. Deadlines will be set based on the principle that major modifications must be approved six months prior to the start of the programme and minor modifications must be approved two months prior to the start of the programme.

**An updated version of the programme specification and/or module specification must be provided indicating the proposed modification using tracked changes.**

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| **Programme/Module Details** | | | | | | | | | | | | | |
| Programme Title | | e.g. MSc Finance and Accounting | | | | | | Prog. Code(s) | | | | | e.g. N302 |
| Module Title | | e.g. Stochastic Differential Equations | | | | | | Module Code(s) | | | | | e.g. M5MR11 |
| Primary Department | | Choose a Department | | | | | | Year of Prog. | | | | | e.g. Year 2 |
|  | | | | | | | | | | | | | |
| **Modification Details** | | | | | | | | | | | | | |
| Type of Modification | | Choose modification type | | Retrospective/Late | | | | | Yes/No | | | | |
| Collaborative | | Yes/No | | Affected cohort | | | | | e.g. Year 2 from October 2020 | | | | |
| Number of years suspended | | A maximum of 3 academic years | | Curriculum Reviewed version? | | | | | Yes/No | | | | |
| Description | | Brief description of the proposed modification.  An updated version of the programme specification and/or module specification must also be provided using tracked changes. | | | | | | | | | | | |
| Rationale | | Brief description of reason for proposed modification including the consequences of not making the modification and (where relevant) an explanation of why it is necessary to make this change retrospectively. | | | | | | | | | | | |
| Consultation | | Details of stakeholders who have been consulted during the development of the proposal and the outcomes of this consultation. Stakeholders may include students, student reps, external examiners, industry etc.  Student consultation should be sought for all retrospective/late modifications and where a change to a programme title is proposed | | | | | | | | | | | |
| Arrangements for any affected students | | If a programme is being withdrawn or suspended, please note whether modules belonging to the programme should also be suspended or withdrawn- Departments should be aware that this will affect modules shared across programmes.  If approved, what arrangements will be made for any interrupted, deferred or re-sitting students. | | | | | | | | | | | |
| Rationale for late/in-session modifications | | Please provide a rationale as to why the modification has been proposed after the agreed College deadlines. | | | | | | | | | | | |
| Name of proposer | | Name | | | | | Date | | DD/MM/YY | | | | |
|  | |  | |  | | | | | |  | | | |
| **Departmental Approval**  The Head of Department or relevant Director of Studies should confirm that: | | | | | | | | | | | | | |
|  | The modification, including the provision of any relevant resource has been agreed | | |  | | Where the agreement of the external examiner is required that the external examiner has been consulted and supports the proposal (please attach evidence). | | | | | | | |
|  | Where a module is delivered on a programme outside the primary department that the additional departments have been informed of the proposal | | |  | | Where the proposal affects a collaborative programme and/or module that the collaborative partner has been consulted and supports the proposal (please attach evidence). | | | | | | | |
| Head of Department or Director of Studies | | Name | | | | | | | | | | | |
| Committee(s) | | e.g. Teaching Committee and/or Faculty Education Committee | | | | | | Date(s) | | | | DD/MM/YY | |
| Additional Notes/Comments | | Please include any additional comments or notes from the Faculty Education Committee. | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Please include the number of affected students | | | | | | | | | | | | | |
| Cohort | | | # Enrolled | | # Interrupted | | | | | | # Resitting | | |
| October 2020 entry | | | 136 | | 5 | | | | | | 5 | | |
| October 2021 entry | | | 136 | | 5 | | | | | | 5 | | |
| October 2022 entry | | | 151 | | 2 | | | | | | 7 | | |
| October 2023 entry | | | 153 | | 0 | | | | | | 0 | | |