# **Modifications Table**

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| **Material** | | | | | | | |
| **Modification** | | | **Actions by Schools** | | | | **Actions by AQD** |
| **Proposed Change** | **Type\*** | **SLTQC Deadline\*\*** | **Students / Offer holders** *All communication to the individual* | **Applicants** *Notification normally by updated documents on University website* | **External Examiners** | **Documentation Required** | **PSD Notifications** |
| Requests for course-specific variations to the UG/PG Framework, Academic regulations or other university guidelines such the Assessment Policy | **M** | December and submission to APC for further approval | Notification required | Notification required | Notification required | * Rationale to SLTQC/APC * document submission to AQD\*\*\* * Updated Course Specification * Updated Module Specification * Statement of Compliance * Evidence of approvals | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Deletion of Core Modules | **M** | December | Agreement required | Notification required | Notification required | * Updated Course Specification * Updated Module Specification * Statement of Compliance * Evidence of approvals | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Module Title, Level or Credit | **M** | December | Notification required | Notification required | Notification required | * New module codes must be requested and confirmed by Systems Office prior to document submission to AQD\*\*\* * Updated Course Specification * Updated Module Specification * Statement of Compliance * Evidence of approvals | Module Catalogue, Marketing and Library (if required) notified though updated course and module specifications |
| Course Learning Outcome | **M** | December | Agreement required | Notification required | Notification required | * Updated Course Specification * Statement of Compliance * Evidence of approvals | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Changes to Mode of Delivery | **M** | December | Agreement required | Notification required | Notification required | * Updated Course Specification * Statement of Compliance * Evidence of approvals including contacting Visa Compliance | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Entry Criteria | **M** | December | N/A | Notification required | Notification required | * Updated Course Specification * Statement of Compliance * Evidence of Consultation with Admissions | Module Catalogue, Marketing, and Admissions notification required through updated course specifications |

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| **Non-Material** | | | | | | | |
| **Modification** | | | **Actions by Schools** | | | | **Actions by AQD** |
| **Proposed Change** | **Type\*** | **SLTQC Deadline\*\*** | **Students / Offer holders** *All communication to the individual* | **Applicants** *Notification normally by updated documents on University website* | **External Examiners** | **Documentation Required** | **PSD Notifications** |
| Assessment Type or Weightings | **NM** | December to February | Agreement / Notification required | Notification required | Notification required | * Updated Module Specification * Non-Material Changes Form * Evidence of approvals | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated course and module specifications |
| Assessment Description or Timings | **NM** | December to February | N/A | N/A | Notification required | * Updated Module Specification * Non-Material Changes Form * Evidence of approvals | Module Catalogue, Marketing, School Offices and Library (if required) notified though updated module specs |
| Bibliography | **NM** | December to February | N/A | N/A | N/A | * Updated Module Specification * Non-Material Changes Form | Module Catalogue, Marketing, School Offices and Library notified though updated course and module specs |
| Module or Course Description | **NM** | December to February | N/A | N/A | N/A | * Updated Course Specification * Updated Module Specification * Non-Material Changes Form | Module Catalogue, Marketing, School Offices and Library notified though updated course and module specs |
| Module Indicative Syllabus | **NM** | December to February | N/A | N/A | Notification required | * Updated Module Specification * Non-Material Changes Form * Evidence of approvals | Module Catalogue, Marketing and Library (if required) notified though updated course and module specs |
| Module Learning Outcomes | **NM** | December to February | N/A | N/A | Notification required | * Updated Module Specification * Non-Material Changes Form * Evidence of approvals | Module Catalogue, Marketing and Library (if required) notified though updated course and module specs |
| Module Running Period | **NM** | December to February | N/A | N/A | N/A | * Updated Course Specification * Updated Module Specification * Non-Material Changes Form | Module Catalogue, Marketing, School Offices and Library notified though updated course and module specs |
| Deletion of Optional Modules | **NM** | December to February | N/A | N/A | Notification required | * Updated Course Specification * Non-Material Changes Form | Module Catalogue, Marketing and Library (if required) notified though updated course and module specs |

*NB:*

*\*Material (M) or Non-Material (NM)*

*\*\*Deadlines based on September starts, for January starts please see* [*Quality Manual*](https://www.londonmet.ac.uk/about/academic-quality-and-development/quality-manual/) *Chapter 7.*

*\*\*\** *To request a new module code please complete a Module Code Request Form and email it to Systems at systemsoffice@londonmet.ac.uk. Please also use this email address for clarification of existing codes or advice on coding.c*