

Course Modifications Process

1. Outline

- 1.1. The Course modifications process at London Metropolitan University supports the requirement for courses to continue to meet appropriate threshold standards, provide students with an inclusive and up to date curricula and a high-quality experience.
- 1.2. Modification of modules/courses is allowed where it has been identified as necessary to enhance the delivery of a course. Reasons for a modification may be, for instance, feedback from students, a professional, statutory, or regulatory body (PSRB), an External Examiner, through the Course Enhancement Process (MET-CEP and CEP) or to keep content current and relevant. The formal process for approving modifications ensures the integrity of modules/courses and adherence to the Quality Assurance and Enhancement Principles.
- 1.3. Given the contractual nature of the relationship between the University and students, modifications should only take place in response to issues and/or innovations as they arise to ensure the quality of the student experience. All modifications should be mindful of [Competition and Markets Authority \(CMA\) requirements](#).

2. Types of Modification

Material Modifications – Approval Required

- 2.1. Material modifications are those that change the basic nature of the course and/or student experience. Elements of the curriculum defined as material in CMA Guidelines include key information such as the structure of a course and the range of core and optional modules.
- 2.2. A material modification also includes a change to course learning outcomes which are normally required due to a university-wide initiative or a change in mode of delivery. Material modifications may require consultation and/or approval from External Examiners, PSRBs and students. Please refer to the [Modification Table \(AQD030\)](#) for advice on requirements.
- 2.3. Temporary changes to the periods within a year when modules are offered should initially be resolved through the Module Operating Catalogue and School Timetabling process within the required deadlines.
- 2.4. Permanent changes for core modules should however be processed through the Material Modifications process and for option modules through the Non-Material process.

Non-Material Modifications

- 2.5. Non-material modifications are those that do not amend the fundamental course structure and can include routine updates of course information.
- 2.6. Examples of non-material modifications include changes to assessment and timings, bibliography, module indicative syllabus etc. Please refer to the Modifications Table (AQD030) when making non-material modifications.

3. Timelines for Modifications

- 3.1. All modifications are implemented at the start of each new academic year. The deadline for material modifications is the November or December SLTQC. This is approximately 9 months before the proposed date of implementation. Non-material changes can be made at any time from the November until February.
- 3.2. The timing allows students or potential applicants to be fully informed of the changes in advanced of them being implemented. It also allows other departments time to process the change and to ensure that the most up to date course is marketed for the new academic year.
- 3.3. New courses and recently revalidated courses should operate for one full academic year from the point of approval before modifications are considered and approved.
- 3.4. With some exceptions, modifications for the same academic year are generally not permitted.

4. Process

- 4.1. For material modifications, course teams are required to submit a Statement of Compliance (AQD031), alongside the updated course documentation (using tracked changes or highlighting to clearly show where changes have been made). When requesting a modification, relevant evidence should also be submitted as outlined in the Modification Table (AQD030), at the SLTQC for approval.
- 4.2. Non-material modifications require a Non-Material Changes Form (AQD031b) along with an updated module specification, using track changes or highlighting to indicate where changes have been made. They can be submitted directly to AQD to process by February once signed by the Dean of School or Chair of SLTQC.
- 4.3. Course teams are required to inform all colleagues whose courses will be affected by the proposed changes.

4.4. AQD may require further clarification or updates to be made before the final documentation is agreed and processed.

4.5. AQD will inform relevant departments of the changes and record the request in the AQD modifications log.

5. Modifications and Revalidation

5.1. Requesting changes to core modules which amount to 30% or more of a course, or 20% of core modules and another material modification (e.g., a course title change) automatically triggers a revalidation. Please liaise with AQD in the first instance for advice and guidance in such instances.

6. Modifications Requiring Academic Board Approval

6.1. A course title change is one of the most significant changes that can be requested and impacts on potential and continuing students. Full consideration should be given to the timing of a title change request during the consultation phase.

6.2. Normally, continuing students should complete the course on the existing title and potential students should not be disadvantaged in their application to the University by any such change.

6.3. Should a School wish to continue with a title change the Course Changes form (AQD035) will need to be completed alongside an updated course specification and submitted to AQD to process. If approval is given, the Academic Board Portfolio Matters officer will inform the Course team directly and other relevant departments through the Portfolio Changes Log.

6.4. Modifications which involve deviations from regulations or other University guidelines such as the Assessment Policy require a rationale and updated course documentation to be submitted to the School's Learning, Teaching and Quality Committee (SLTQC) and then to the Academic Board for approval. The rationale should include agreement from PSRBs, where required.

7. Material and Non-Material Modification Timeline

