**MODIFICATION FORM**

**School (SEG) Approval**

This form should be used to propose module or programme modifications requiring approval at school level, through the Student Education Group (SEG). The [*Making Modifications to Modules and Programmes*](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/) document provides examples of those changes and explains the procedure.

The completed form should be submitted to the [Academic Office](mailto:e.cassidy@roehampton.ac.uk)*.*

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| 1. **PROGRAMME AND MODULE INFORMATION** | |
| **Award and programme title** |  |
| Type of modification (see list in[*Making Modifications to Modules and Programmes*](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/) document) |  |
| Module title and code (if adding a new module, or altering an existing module title, please contact [Academic Office](mailto:e.cassidy@roehampton.ac.uk) for a new code) |  |
| Is this module replacing an existing module? | (*cite* *module code*) |
| **Is this a collaborative module?** | *(cite* *partner name*) |
| **Is the module cross-listed?** | (*list all programmes*) |
| **Is the programme the module belongs to accredited by PSRB? If so, has any impact on PSRB mapping been considered and the relevant PSRB consulted?** |  |
| **Date for implementation** | *(academic year)* |

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| 1. **PROPOSED MODIFICATION(S) AND RATIONALE** |
| Describe the rationale for the proposed modification(s) and the impact on the programme as whole. |

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| **APPROVAL SIGNATURES** | |
| **Programme Leader (1)** |  |
| **Programme Leader (2)**  (for cross-listed modules) |  |
| **SEG Chair or Head of Learning and Teaching** |  |
| **Chair’s comments:** | |

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| 1. **CONSULTATION WITH STUDENTS** (For significant changes concerning compulsory modules, consumer protection requirements state that prospective and current students must be informed. Details can be found in the [*Consumer Protection Guidance for Academic Staff*](https://portal.roehampton.ac.uk/information/academic/academic-office/Pages/Consumer-Protection.aspx) document or obtained from the Academic Office. Evidence of the process should be submitted with this form. Although consultation with students is not a requirement for changes to optional modules, discussion is encouraged as a means of seeking feedback and engaging students.) |
| Summarise any relevant findings arising from the consultation process. |

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| 1. **CONSULTATION WITH EXTERNAL EXAMINER** |
| Confirm that consultation has occurred and summarise relevant commentary. |

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| 1. **MODULE CONTENT (new modules only)** |
| For new modules, briefly describe the module content to be displayed in the Programme Catalogue and on the external Roehampton website. If not submitted, the “module description and context” from the Module Specification will be used for this purpose. |

Please complete and submit a Module Specification for all new modules or, for existing modules, submit a revised Module Specification alongside this form, highlighting the changes being proposed. This should also be added to the Programme Specification held by the School to ensure the validated programme documentation is kept up to date. Module and programme specification templates, with guidance, are located on the Academic Office’s [Quality and Standards](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/) webpages.