**Programme & Module Amendment Form**

The completion of this Form must be managed by the academic member of staff proposing changes to provision. Changes to provision vary in scope. Therefore, different levels of approval are required to sign off changes. Changes may arise from various means of Programme and Module Review including, but not limited to, annual monitoring (AMRAP or APDR), student feedback, and External Examiner reports.

There are three categories of change for the type of provision covered by this form, which are set out below. Examples of the type of changes that fall within each category are provided. **The lists of changes per category are not exhaustive**.

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| **Amendment Category** | **Examples** | **Approval Pathway** |
| Editorial Updates | Editorial Amendments are defined as editorial updates to Programme and Module specifications that are routine measures of housekeeping and that do not affect the substantive outcomes of a Programme or Module:   * Correcting typographical errors; * Updating staffing information; * Augmenting Reading Lists; * Revising the wording of Module Intended Learning Outcomes in a way that has no bearing on the meaning, as agreed by the Taught Programme Director; and * Providing additional factual information without implication to the aims and outcomes of the Programme or Module. | PD/MO updates Module Spec  ↓  TPD submits to QAS for publishing |
| Minor Amendments | Minor Amendments are made to single elements of the learning experience that go further than simple Editorial Amendments. These might include, but are not limited to:   * Changes to the module description that steers content away from the current module aims and learning outcomes; * Changes to the aims or learning outcomes of a Module, that bear no implication to the overall aims and learning outcomes of the Programme; * Changes to Module assessment, that bear no implication to the information provided to students through the Programme Specification (and/or Programme Regulations for Distance Learning); * Changes to the distribution of teaching methods, such as contact hours; and * The addition of Recommended modules to the suite within a programme. | MO (propose)  ↓  Consultation  ↓  FPGTC (approve)  ↓  PMRC (note)  ↓  Approved version submitted to QAS for publishing |

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| Major Amendments | Generally occurring at Programme-level, Major Amendments are changes that have a bearing on the overall structure, aims and/or outcomes of a Programme, and present a material change to the learning experience and associated information provided to students and applicants. Module amendments may fall within the Major category if the changes have a bearing on a Programme’s structure. Major Amendments include, but are not limited to:   * Programme title change; * Introduction of, or change to, entry and/or exit awards; * Introduction of a new cohort entry point; * Introduction of a new, or change to the existing, mode of study; * Changes to the mode of delivery; * Addition, removal or restructuring of routes within a Programme; * Changes to admissions requirements; * Changes to the Programme description that steers the content away from the current programme aims and learning outcomes; * Changes to module delivery, such as term allocation; * Amendments to the title of a module; * Changes to the module assessment type that is specified in the Programme Specification (and/or Programme Regulations for Distance Learning) * Changes to the credit value of a Module; * Changes to the diet of Compulsory modules; and * The removal of Recommended modules. | PD/MO (propose)  ↓  Consultation  ↓  FPGTC (discuss)  ↓  PMRC (approve)  ↓  Approved version submitted to QAS for publishing |

It is important that relevant stakeholders are consulted prior to proposing an amendment to a programme or module, for example, External Examiners, Students and Programme Directors and including, Registry, Admissions, the Library, and Communications and Engagement where applicable. It is recommended that Programme Directors and Module Organisers should seek guidance on Minor and Major amendments from the Taught Programme Director and the Quality and Academic Standards team as early as possible within the process. If you are proposing changes and are unsure as to which category they fall within, and therefore the pathway for approval, contact the Quality and Academic Standards Team ([qualityteam@lshtm.ac.uk](mailto:qualityteam@lshtm.ac.uk)).

**Key**

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| --- | --- | --- | --- |
| AMRAP  APDR  FPGTC  MO | Annual Module Review and Action Plan  Annual Programme Director’s Review  Faculty Postgraduate Taught Committee  Module Organiser | PMRC  PD  QAS | Programme & Module Review Committee  Programme Director  Quality and Academic Standards |

**Accompanying Documentation**

All forms must be accompanied by the track-changed Programme/Module Specification in Word format. Any Programme/Module Specifications submitted without tracked changes or in a different file format will not be accepted and the approval process may be delayed.

**Programme & Module Amendment Form**

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| **Module/Programme Title** |  |
| **Module Code (if applicable)** |  |
| **Lead Module Organiser/Programme Director** |  |

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|  | **Y/N** | **Year of Implementation** |
| **Minor Amendment** |  |  |
| **Major Amendment** |  |  |

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| 1. **Summary of Amendment Request** |
| *Please summarise the changes you are proposing below* |
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| 1. **Rationale for Amendment Request** |
| *Provide a brief outline of the origins of the proposal for change to the Programme/ Module and the method by which it was agreed to formally propose it* |
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| 1. **Impact on Programmes (for Modules only)** |
| *Please list the Programme(s) below for which this Module is either compulsory or recommended. All of these Programme Directors should be consulted with as part of this process.* |
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| 1. **Consultation** (please tick ) | | | |
| *Consultation with the External Examiner is a requirement of the amendment process. Consultation with other key stakeholders, particularly students, is critically important and should be documented where applicable* | | | |
| Programme Committee(s) |  | Current students |  |
| Faculty Committee(s) |  | Alumni students |  |
| External Examiner(s) |  | Admissions (where appropriate) |  |
| Registry (where appropriate) |  | Communications and Engagement (where appropriate) |  |
| Other (please specify): | | | |

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| 1. **Impact on Resources** | | | |
| *Will the changes impact faculty or LSHTM resources required to support the delivery of the Programme/Module? This may include staffing, library, and IT resources.* | | | |
| *Yes:* | *(If yes, please provide details below)* | *No:* |  |
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| 1. **Approval** | | | |
|  | | **Chair Signature:** | **Date:** |
| **Minor** | **FPGTC Approval** |  |  |
| **Major** | **PMRC Approval** |  |  |