Curriculum Modification Procedures

BLOOMSBURY
INSTITUTE
LONDON

Index

Committee Approval

Committee	Committee Action	Date
QAEC	Recommended approval	19 June 2024
Academic Committee	Approved	26 July 2024
Reviewed by the Head of Quality	N/A	20 March 2025
QAEC	N/A	N/A
Academic Committee	N/A	N/A
	Date in force	**24 March 2025**

The Document Lead will review this Curriculum Modification Procedures with minor updates for accuracy and clarity annually. The Quality Assurance and Enhancement Committee will conduct a comprehensive review of the document every three years. Any amendments require the approval of our Academic Committee.

1.   Introduction

Bloomsbury Institute offers higher education courses accredited by awarding body for our degrees. This Procedures document applies to our validated provisions.

To supplement the awarding body's policies and procedures, we have developed our own internal procedures for modification of programmes and modules. The design of these procedures, which are applied prior to those of the awarding body, has been informed by the QAA Quality Code[1] and reflects our commitment to assuring appropriate academic standards and student learning opportunities are maintained in pursuit of our purpose and values.[2] Our procedures also ensure that due consideration is given to the ongoing need to meet the requirements of the relevant Subject Benchmark Statements, the FHEQ, any related Professional/Statutory/Regulatory Body (PSRB) and Competition and Markets Authority (CMA) requirements.

These procedures primarily relate to modifications at the module level; however, the policy also covers modifications such as the introduction of a new pathway to an existing programme using either new or existing modules. Additionally, multiple modifications at module level may trigger the Course Approval, Withdrawal and Suspension Procedures[3].

Any new degree course proposals for validation or amendments to existing validated degrees will need to be submitted to the awarding body for approval following the latter's relevant policies and procedures[4] and advertised deadlines[5]. This is so that the awarding body can be assured that appropriate academic standards continue to be maintained and that the learning opportunities offered to students remain appropriate following any changes. For that reason, amendments cannot be unilaterally approved by Bloomsbury Institute.

These internal procedures may be amended by the Head of Quality (with the final approval of the Academic Committee) to ensure our procedures do not conflict with any additional requirements imposed by the awarding body.

2.   Stakeholders in the process for change

We are committed to the continuous improvement of the student experience at Bloomsbury Institute and so embedded within our annual monitoring and evaluation processes[6] is the need for reflection and review on the part of our academic community as a whole. Included within that community is our student body, whose involvement in both the design and development of our programmes is considered crucial. This recognition of the key role students have to play is formally embodied within our Corporate and Academic Governance Framework[7] which states that "Course Committees consider proposals for major and minor modifications to courses, and submit any modification proposals to the Quality Assurance and Enhancement Committee (QAEC) in accordance with our Curriculum Modification Procedures". When considering our proposals for significant changes, the awarding body will seek to satisfy itself that we have recognised our obligations to our students and, where appropriate, applicants. The awarding body will therefore request evidence of consultation with students and, for us, that evidence will take the form of minutes of the relevant forums or committees (as outlined in the Corporate and Academic Governance Framework). Current students may also be consulted via emails.

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[1] QAA Quality Code – see UK Quality Code, Advice and Guidance: Course Design and Development

[2] As set out in our Strategic Framework 2022-2025.

[3] https://www.bil.ac.uk/qem/policies/

[4] See the Wrexham University Academic Quality Handbook – Chapter 1.

[5] Details of deadlines can be obtained from the Quality Department.

[6] This might involve recommendations made in MMRs, AMERs, ACERs, feedback from students in Student Module Evaluation Questionnaires (SMEQs) and participation in Student Staff Consultative Forum meetings, and feedback from External Examiners.

[7] https://www.bil.ac.uk/qem/section-1/corporate-and-academic-governance-framework/

Consequently, any proposed changes (seen as the sign of a healthy and developing programme) should be considered and developed formally at the relevant Course Committee prior to submission to our (QAEC) for information, approval or recommended approval by the Academic Committee depending on the significance of the change(s) being proposed.

External stakeholders involved in the process for change (other than the awarding body) include External Examiners and any relevant PSRBs, as stated previously. Any PSRB approval should be gained prior to Course Committee meetings, and details of the consultation and approval included in the relevant documentation.

3. Classification of modifications

Modifications will fall into one of the following classifications and the approval procedures for each will vary according to the scale of change and/or perceived risk.

For Type B or Type C changes, consideration should be given to the timing of the proposed implementation, given the requirements of the Competition and Markets Authority (CMA). There may be a requirement to submit to the awarding body documentation which proves that potentially affected students (which includes applicants holding offers of places) have been appropriately communicated to about the proposed changes.

3.1 Type Zero changes

3.1.1 Administrative changes

There may be cause to make corrective changes to Module and/or Programme Specifications either on an individual basis or across the board. These changes can usually be made without formal internal approval by Course Committees or QAEC, however, the proposal will be reviewed by the awarding body Quality managers and changes will be made to the programme/module specification as per request upon approval.

Such changes might include the following:

- Changes to the delivery semester of a module

- Changes in wording on the programme/module specification to improve the clarity of the specification without changing the content or outcomes

- Correction of typographical errors and omissions

- Updates to the cost code and HECoS code

- Changes to the indicative narrative of assessment tasks, for example to provide greater clarity or flexibility

- Minor updates to the syllabus with no impact on the module or programme learning outcomes

- Reading list update

3.2 Type A changes: minor changes

Minor Changes (Type A) represent the lowest level of risk to the academic standards. These include minor textual changes within modules and programmes, or minor changes to programmes which do not impact upon the overall outcomes.

Subject to the procedures of the awarding body, a change will normally be defined as minor where the proposed modification is one which will not affect the overall aims, objectives and structure of the course but which may involve modifications to one or more of the matters identified below.

Type A changes require the approval of a relevant committee at the awarding partner institution. Following approval, teams will be provided with any updated documents, such as module or programme specifications, which will replace earlier versions.

Type A Examples

- Changes to module pre- and co-requisites;

- Adding an optional module;

- Changes to breakdown of module hours (student consultation required)

Multiple Type A changes, simultaneously or cumulatively, may lead to a more substantial type of change. The Head of Quality is required to consider the cumulative effect of the incremental changes upon the course where a course has already been subject to minor changes (see below). The tracking of minor changes is carried out by the Quality Department.

3.3   Type B changes: significant changes

Type B changes are more significant changes (than Type A) to programmes and/or modules which can potentially impact upon the overall outcomes. Type B changes cannot be introduced mid-academic year. Their introduction will need to be for the following academic year.

Advice on document submission deadlines can be obtained from Quality team.

Subject to the procedures of awarding body, a change will normally be defined as significant when it involves modifications to one or more of the following aspects of a course:

Type B Examples

- Changes to module learning and teaching strategies

- Changes to module learning outcomes

- Changes to module assessment strategies

- Revisions to programme and module aims and learning outcomes

- Changes to programme structure, including module deletion and/or the introduction of existing modules from other programmes or new modules

- Changes to criteria for admission and progression

- Changes to mode of delivery.

Multiple Type A or B changes may lead to them being considered as a Type C change. The Head of Quality is required to consider the cumulative effect of the incremental changes upon the course. The tracking of significant changes is carried out by the Quality Department

3.4   Type C: major changes

Type C changes are major changes (more significant than Type B changes) to existing programmes or modules which impact upon the overall outcomes and/or involve elements of new provision such as a new named pathway involving mainly new modules. Type C changes cannot be introduced mid-academic year. Their introduction will need to be for the following academic year.

Type C Examples

- Multiple Type A or B changes requested either at the same occasion or at various occasions between awarding body Periodic Reviews.

- Introduction of a new pathway to an existing programme using either new or existing modules.

- Deletion of existing named pathways from existing programmes.

Any proposed changes which exceed Type C (in terms of extent and risk) will normally be treated as a separate approval event and the process outlined in our Course Approval, Withdrawal and Suspension Procedures will apply.

4. The Approval Process

4.1 Type Zero changes

If any updates requested as Type Zero Changes are not confined to corrective changes, the Quality Department will refer back to the Module Leader and Course Leader with advice about which type the proposed modifications are.

4.1.1 Administrative changes

These changes fall below the minor change threshold for Type A changes and so consultation with students in Course Committees is not required. Similarly, no formal approval process is required, although the following procedures must be followed to ensure proper version control of Module Specifications.

1. Module Leader to request Module Specification from Quality Department or Course Leader in the case where the change is at the programme level.

2. Module Leader to use track changes to signal changes to be made and send to Course Leader with an accompanying email explaining that the changes are administrative changes.

3. Course Leader approves or rejects.

4. Course Leader forwards approved Module Specification with track changes and accompanying email to Quality Department or returns documentation to Module Leader (as appropriate).

5. If the change is at programme level then Course Leader forwards this to the Head of School.

6. Head of School approves or rejects.

7. Head of School or a designated member of team forwards the change to Quality Department.

8. Quality Department will then submit the requested change to the awarding body Quality managers for review and approval.

9. Upon approval by the awarding body Quality managers, the new amended Module Specifications will be released and the Quality Department will forward copies to the Module Leader, Course Leader and Assessment team.

10. Quality Department will report (by means of a log of changes) the above to QAEC at the next appropriate meeting.

4.2 Type A changes: minor changes

QAEC has authority to approve a minor change to an approved course and to determine the date of its introduction upon recommendation by the relevant Course Committee. QAEC's decision will be reported to the Academic Committee for information. A log of any such changes will be submitted to the External Examiner for information.

Type A changes will require approval from the Principal and Chief Executive Officer in cases in which any additional resources are necessary to implement the proposed changes.

Type A changes will not normally be introduced after the start of the year, stage or module concerned.

Proposals for Type A changes should be recorded using the Bloomsbury Institute Curriculum Modification Form. See **Appendix 1.**

The following procedures are to be followed:

1. Module level changes are generally initiated by the Module Leader.

2. Programme level changes are generally initiated by the Course Leader.

3. Module Leader to request Module Specification and Bloomsbury Institute Curriculum Modification Form from Quality Department. This will be the Course Leader for Progamme level changes.

4. Module Leader to use track changes to signal changes to be made, and send along with completed Curriculum Modification Form to the Course Leader. The Course Leader will consider the impact of a proposed change to one module on other modules forming part of the course. If the module is taught as a part of other courses, then the Course Leader will consult with the other relevant Course Leaders.

5. Course Leader approves/rejects and (regardless of decision) discusses at Course Committee meeting.

6. If at a Programme level, then this is forwarded to the Head of School or designated member of staff by the Course Leader.

7. Course Leader forwards the Module Specification with track changes and Bloomsbury Institute Curriculum Modification Form to Quality Department/returns documentation submitted to Module Leader (as appropriate).

8. Quality Department submits Module Specification with track changes and Bloomsbury Institute Curriculum Modification Form to the QAEC for approval.

9. If approved, the Quality Department saves Bloomsbury Institute Curriculum Modification Form, and a copy of the Module Specification both with track changes and post track changes, and updates Modification Log with headline information recorded for tracking purposes. This log is shared with relevant committees for information.

The Quality Department forwards the relevant documentation to the awarding body for approval, outlining what the changes are, when they need to be implemented and which cohorts of students they will affect. All proposals are to be submitted through the Wrexham University Quality and Regulation team for consideration by Academic Programmes Sub-Committee, which is responsible for approving proposals to modify existing programmes on behalf of the Learning and Teaching Quality Committee.

The Quality Department will notify the Module Leader and Course Leader when approval has been given and release the newly approved Module Specification to the Module Leader for the Module Leader to upload to Canvas and communicate to students through completion of the relevant section of their Module Study Guide and input to the Course Handbook.

The Quality Department will circulate the new Module Specification to the Assessment team, Marketing Department, QAEC and Academic Committee for information.

4.3   Type B changes: significant changes

All changes classified as Type B changes require that our internal procedure is followed, this means the formal approval by the Academic Committee following a recommendation for approval by the Quality

Assurance and Enhancement Committee, which receives the recommendation of approval by the relevant Course Committee before they can be introduced. The Principal and Chief Executive Officer will be expected to provide QAEC with formal approval of any additional resources which are necessary to implement any proposed modifications.

The internal procedure will include appropriate consultation with students already enrolled on the course. See Course Approval, Withdrawal and Suspension Procedures[8].

Type B changes should be introduced from the start of the academic year following approval and may not be introduced partway through an academic year or stage. Please see Appendix 2 for internal and external deadlines.

Proposals for the introduction of Type B changes should be recorded using the Bloomsbury Institute Curriculum Modification Form provided at Appendix 1 and must include a rationale for these changes.

The following procedures are to be followed:

In addition to the process for Type A changes above, the following documentation and evidence will be required:

1. Programme Specification(s) with track changes

2. Module Specification(s) with track changes

3. Revised Award Map(s) with track changes

4. Delivery Map(s)

5. Any evidence of and outcomes from consultation exercises with students (including applicants holding places for Bloomsbury Institute), employers and other relevant stakeholders.

6. Any evidence of consultation with PSRB.

7. Any evidence of consultation with the External Examiner.

8. Evidence of how affected students and applicants holding places for Bloomsbury Institute have been informed about the proposed changes (if the deadlines stated above have been adhered to) or evidence of approval of the proposed changes by the affected students and applicants holding places for Bloomsbury Institute (where the above deadlines have not been adhered to).

9. The awarding body Major Modifications Form (AM2) with the approval of the Head of School and External Examiner (available from Quality Department). The External Examiner will be encouraged to comment fully on the proposed changes, particularly in relation to meeting the requirements of QAA Subject Benchmark Statements, any PSRBs involved as well as the overall coherence of the programme.

The awarding body will either approve the Type B change unconditionally or request further enhancements/amendments to be made, or request that the Type B change be classified as Type C where the awarding body's Committee considers that the modification being sought potentially has implications for the programme beyond that allowed by the modifications process, it may require a separate approval panel to be set up to consider the proposal, which may include an external subject specialist. This process will be agreed in consultation with Glyndwr University Quality and Regulation team.

4.4   Type C changes: major changes

Where proposed changes affect more than 40% of the overall credit value of the programme they will be treated as separate events (i.e. processed via the standard validation process). A log is maintained

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[8] www.bil.ac.uk/qem/policies/

by Quality Department to track changes as substantial changes to a smaller number of credits can also lead to the need to use the Course Approval, Withdrawal and Suspension Procedures[9] if deemed necessary by the Deputy Chief Operating Officer.

We are not going to allow Type C changes at this stage.

5. Changes to Module Specifications timings

Proposals for modifications must be made well in advance of the academic year in which they are intended to be implemented, with due regard for the information requirements (as specified by the CMA) of applicants holding offers of places and/or current students who will be affected by the changes. Changes to modules must be approved before the publication of details of the same.

Given the possibility of awarding body classifying a change at a higher level of significance or risk than us, it is crucial that any proposals are submitted as early as possible.

A summary of deadlines (including both those of Bloomsbury Institute and the awarding body) for the submission of proposals can be found in Appendix 2.

6. Related regulations, policies and procedures

- Course Approval, Withdrawal and Suspension Policy

- Corporate and Academic Governance Framework

7. Review of Curriculum Modification Procedures

This Curriculum Modification Procedures will be reviewed by the Document Lead with minor updates for accuracy and clarity annually. The Quality Assurance and Enhancement Committee will conduct a comprehensive review of the document every three years. Any amendments require the approval of our Academic Committee.

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[9] https://www.bil.ac.uk/qem/policies/

Appendix 1: Curriculum Modification Form

This form should be used for Types A, B and C changes. The form does not need to be completed for Type Zero changes.

Part 1: Module/Course details

[To be completed for all Types of change]

1.1	Module name	
1.2	Module name	
1.3	Course name	
1.4	Name of person completing the form	

Part 2: Modification Proposal and Rationale

[To be completed for all Types of change]

2.1	Outline of the proposed change			
2.2	Rationale for the proposed change			
2.3	Suggested Type of Change	A	B	C
2.4	Proposed date for the introduction of the change			

Part 3: Internal Consultation
[To be completed for all Types of change]

3.1	Student Focus Group	**Yes**	**No**	**N/A**	**Date:**
	Comments				

3.2	Course Committee	**Yes**	**No**	**N/A**	**Date:**
	Comments				

3.3	QAEC	**Yes**	**No**	**N/A**	**Date:**
	Comments				

Part 4: External Consultation
[To be completed for all Types of change]

4.1	PSRB	**Yes**	**No**	**N/A**	**Date:**

	Comments				

4.2	External Examiner	**Yes**	**No**	**N/A**	**Date:**
	Comments				

4.3	Employers	**Yes**	**No**	**N/A**	**Date:**
	Comments				

4.4	Course Applicants	**Yes**	**No**	**N/A**	**Date:**
	Comments				

4.5	awarding body	**Yes**	**No**	**N/A**	**Date:**
	Comments				

Part 5: Approval
[To be completed for all Types of change]

5.1	Course Committee	**Yes**	**No**	**N/A**	**Date:**
	Comments				

5.2	QAEC	**Yes**	**No**	**N/A**	**Date:**
	Comments				

5.3	Academic Committee	**Yes**	**No**	**N/A**	**Date:**
	Comments				

5.4	Principal and Chief Executive Officer [If resource implications]	**Yes**	**No**	**N/A**	**Date:**
	Comments				

5.5	Awarding body	**Yes**	**No**	**N/A**	**Date:**
	Comments				

Part 6: Resources
[To be completed for all Types of change]

6.1	Provide details of the capacity of the subject area(s) to support the revised course. These should include an assessment of the 'critical mass' (staffing resources, experience, expertise etc) and relevant research and scholarly activity within the discipline area.

6.2	Provide a brief evaluation of the Bloomsbury Institute's <u>current</u> capacity (in terms of non-staff resources - e.g. accommodation, library, IT etc.) to deliver the revised course. This should include an indication of any issues that should be addressed by the Academic Committee and/or the awarding body.

Part 7: Impact of the proposed change
[To be completed for all Types of change]

7.1		Will the proposed changes alter the approved academic award or credit structure of the course?
	Yes	
	No	
	Comments	

7.2	Provide details of the planned change(s) to the award title and/or credit structure. Ensure that you compare the current credit structure with the proposed credit structure and how the proposed structure continues to meet the requirements of the awarding body in order to make an award upon each exit stage of the course.

7.3	Specify whether the proposals require Professional Body Recognition and, if so, the name of the relevant Professional Body.

7.4		Are there any professional or statutory body requirements to which the proposal will be subject?
	Yes	
	No	
	If yes	Are there any anticipated changes to these requirements and how will they be addressed by the proposed modification?

7.5		Are there any features of the proposal that may have implications for student access and/or consequences for students with additional needs?
	Yes	
	No	
	If yes	What are these implications, and how will they be addressed?

7.6		Will there be any impact on a student's learning experience? e.g. timetables
	Yes	
	No	
	Comments	

7.7		Will there be any impact on student's assessment e.g. rights of progression, assessment method of resits.
	Yes	
	No	
	Comments	

7.8	Which cohort(s) are affected and how?

Part 8: Only to be completed for Type B and C changes

8.1	Give brief details of the composition (including names) of the development team, including an indication of the experience that members will bring to the development of the proposal.

8.2	Demonstrate the consistency of the proposed changes with Bloomsbury Institute's purpose and values and Strategic Framework.

8.3	Market research
	a) Will the proposed changes result in 'competition' with markets currently served by other provision within Bloomsbury Institute or by the awarding body?
	b) What is the proposer's assessment of the current market for the course?
	c) Are there any anticipated developments within the market that could affect the competitive position and financial viability of the course?
	d) How do the proposed modifications address these developments?

8.4	Will the proposed changes entail new 'flexible learning' arrangements? In responding to this question, you should recognise that the term 'flexibility' encompasses: (i) the recognition of prior learning (RPL); (ii) curriculum design (student negotiated programmes of study); (iii) modes of delivery (distance, blended and eLearning); and (iv) accelerated programmes.	
	Yes	
	No	
	If yes	Provide details of the new flexible learning arrangements.
		To what extent does the delivery team possess the capacity and experience to develop and deliver these arrangements?

8.5	Is there similar or related provision within Bloomsbury Institute?	
	Yes	
	No	
	If yes	Specify both the courses and their relationship with the proposal. (This might include the replacement of extant provision by the proposal, module sharing, progression and articulation relationships etc.). How (if at all) will the proposed changes affect the related provision?

8.6	Drawing upon annual monitoring, External Examiner Reports, student evaluations and other evidence, briefly identify any issues (positive or negative) that have emerged in the subject area(s) that is (are) developing the proposal and which might have a bearing on the proposed changes. Indicate any remedial action that has been taken.

Appendix 2: 2025-27 Curriculum Modification Form Dates

The dates outlined in table below apply for **implementation in AY 2026-27** except for Type Zero changes.

	Internal Deadline	External Deadline
Administrative Changes – Type Zero	1 August 2026	2 September 2026
Minor Changes – Type A	January 2026	February 2026
Significant Changes – Type B	January 2026	February 2026
Significant Changes – Type C	N/A	N/A