**Approval Criteria for Minor Change**

For more information please see the guidance for [Course Change.](https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/course-change.aspx) It is recommended that before submitting a Minor Change Proposal you review these criteria and also ensure peer scrutiny from an experienced colleague.

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| Tick to confirm | Area | Criteria |
|  | **Timing** | The proposed change will meet the [expected deadlines for submission](https://www.canterbury.ac.uk/Preview/1/quality-and-standards-office/management-of-the-academic-portfolio/course-change.aspx) to enable timely implementation on all systems and takes account of the impact on student groups (see [‘Policy on Changes to Published Material Course Information’](https://www.canterbury.ac.uk/quality-and-standards-office/docs/Change-Policy.pdf)).  |
|  | **Strong Rationale & Clear Benefits** | The nature of the change [meets the criteria for a minor change](https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/docs/Course-change/Which-Change-Guidance.pdf) and does not need to follow the major change process. Where this is not clear it has been discussed with the FDQ. |
|  |  | This is a necessary change - there is a clear rationale and significant benefits or imperative for the change which outweigh any resource implications of processing a change. |
|  |  | The intended outcome of the change cannot be delivered in a more effective or a simpler way which wouldn’t require a minor change. |
|  |  | The change fully aligns with the Learning and Teaching objectives of the course, and where appropriate substantively improves the ability to meet these. |
|  | **Learning Outcomes** | The change does not alter the course learning outcomes, and, with the change, the course learning outcomes can still be fully met. |
|  |  | If adding or removing optional modules, the learning outcomes mapping has been checked to ensure course learning outcomes can still be fully met. |
|  | **Academic Framework** | After the change the course will still adhere to the expectations of the [Academic Framework](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework/academic-framework.aspx) (e.g., if adding or deleting modules the course/route differentiation is still appropriate, etc.) |
|  | **Consumer Marketing Authority (CMA) Implications:** | The proposed change adheres to the ‘[Policy on Changes to Published Material Course Information’](https://www.canterbury.ac.uk/quality-and-standards-office/docs/Change-Policy.pdf) including consideration of existing students and applicants. (see also consultation).The appropriate information regarding this is detailed on the Minor Change Form. |
|  | **PSRB requirements** | All PSRB requirements have been fully considered and with the change all PSRB requirements can still be fully met. This is confirmed on the Minor Change Proposal Form.  |
|  |  | If the change will have to be reported to the PSRB this has been noted. |
|  | **Shared Modules** | If the module is shared with other courses, the Course Director for the parent course has consulted with the other course directors and confirmed approval of the change and evidence of approval is available.  |
|  | **Consultation****EE** | The External Examiner has been consulted, their views accounted for and this is provided on the Minor Change Form. |
|  | **Students** | Consultation (and where possible co-production/co-design) has been undertaken with students and there is appropriate support for the proposed change. This is detailed on the Minor Change Proposal Form. |
|  | **Partners** | For Franchised Courses, all relevant partners have been consulted and agreed to the changes. This is confirmed on the Minor Change Proposal Form. |
|  | **Resources** | If there are resource implications, these have been approved by the Head of School.  |
|  | **Assessment Changes:**  | The proposed change aligns with the learning outcomes and course/level assessment strategy and due consideration has been given to the weighting of assessment. Such changes should align with course delivery timelines. |
|  |  | The appropriate [assessment activity type](https://www.canterbury.ac.uk/quality-and-standards-office/docs/Assessment-Types-2022.xlsx) has been listed.  |
|  | **Change of Semester/Trimester** | The move of the module to a different semester / trimester within the approved course calendar does not adversely impact the curriculum. The change has been checked against the curriculum information in the Student Record System and will not lead to an imbalanced credit load in any given semester/trimester.  |
|  | **Combined Honours** | The change will not adversely impact the ability of students to meet combined honours requirements for each subject (e.g. doesn’t require too many core elements or require too many modules in a specific semester etc.)  |
|  |  | For Level 4 modules offered to combined honours students - this has been discussed with the Director of Combined Honours to assess impact and ensure marketing materials are updated. This is detailed on the Minor Change Form. |