






**SUMMARY OF PROCEDURES FOR CONSIDERATION OF MINOR  
MODIFICATIONS TO  
EXISTING PROGRAMMES AND OTHER ACADEMIC PROPOSALS**

**(see section 4 and annex B of the Validation Handbook for guidance)**

1. Proposers determine the category into which the intended modification falls (consult Head of Quality Assurance and Enhancement or Principal Quality Assurance Officer if in doubt).  

2. Proposers prepare relevant documentation as specified in section 4 and annex B of the Validation Handbook.  

3. Proposal approved by Course Committee (or Development Team) and/or authorised by the Chair of the Committee.  

4. Proposal approved by Chair of School Quality Committee or equivalent and/or authorised by the Chair of the Committee.  

5. Proposal sent to Principal Quality Assurance Officer, Quality Assurance and Enhancement Unit, who arranges for documentation to be checked for completeness before the proposal is achieved.  

6. Following approval, the Principal Quality Assurance Officer passes documentation to Quality Assurance Administrator (Taught Programmes and Collaborative Provision) to complete administration of the validation process, including informing Student Data Management, amending paper and electronic records, etc.