

CPR QS01_6 Programme Modification Form
Version 22_01 2023

**International College Portsmouth
Programme Modification Form (PMF)**

For new standard courses, the full course approval process must be followed. For new integrated courses that do not need new modules, this form can be used. In the event a new integrated course needs new modules to be delivered by ICP (ie other than the ILSC and tutorial modules) then the full course approval process must be followed.

Part 1 - General Details

ICP Programme code:	
UoP Course Code (if existing programme):	e.g. U12345FTC
Programme Title:	
Programme Leader:	
Session you want the change to take effect from:	
Standard or Integrated:	Standard / Integrated [Delete as applicable]

Part 2A - About the changes

Programme modification: Y/N	Programme suspension: Y/N	Programme withdrawal: Y/N	New integrated programme: Y/N
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Part 2B - What is changing? (Skip this section if new integrated programme is being requested)

Module configuration: Y/N	Assessment strategy: Y/N	External examiner: Y/N	Programme Learning outcomes: Y/N
Programme Aims: Y/N	Programme Leader: Y/N	Local code: Y/N	

Part 2C - Description of changes and any additional information

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Part 2D - PSRB & number cap considerations

Detail any Professional, Statutory or Regulatory Body (PSRB) requirements that impact this programme or pathway (i.e. the UoP course that ICP students progress to):	
Detail any cap or limitation on student numbers. Please consult ICP and UoP Faculty involved, and note the outcome of the discussions (what, who, when):	

Part 3 - Confirmation

For all modifications:
The amended / new programme specification, and where applicable, the amended / new course structure showing changes, has been sent to the following people:

Subject external examiner (if applicable): Y/N	Course Leader: Y/N	ICP Director of College Services: Y/N	NVT Dean for Europe: Y/N	UoP Link Tutor: Y/N
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For new integrated programmes only:

If it is a new integrated programme, the module descriptors and course structure have been sent to the Quality Assurance and Academic Standards (QAS) Adviser and Associate Dean (Academic) in the relevant UoP Faculty:

Attach programme specification	
Attach module descriptors (include UoP module codes)	
Attach course structure (include UoP module codes)	

ICP Declaration by ICP College Director:

By signing, I confirm that the above documents have been completed and sent to the above people, and that discussions have been concluded with relevant stakeholders, and that ICP, as appropriate, has the resources to deliver the programme or, in the case of an integrated programme, the relevant elements of the programme:

Name of College Director	Signature	Date

Part 4 - Approval by Navitas

Declaration by Navitas Dean for Europe:

By signing, I confirm that the above documents have been received and that the changes are appropriate, and reflected in an updated Programme Specification / Course Structure and these are approved

Name of Navitas Dean	Signature	Date

Part 5 - Approval by UoP Faculty

Declaration by University of Portsmouth Associate Dean (Academic)

For all modifications:

By signing this form, I confirm that the above documents have been received and that the changes are appropriate, and reflected in an updated Programme Specification / Course Structure and these are approved by my Faculty.

Additional declaration for new integrated programmes:

I confirm that the Faculty Executive has considered and approved the proposed integrated programme and can resource the delivery of the UoP-delivered elements, and that the new programme can be set up on our Student System (SITS).

UoP Name of Assoc Dean (Academic)	Signature	Date

For new integrated programmes:

Date of Faculty Executive Approval	Minute Reference

Part 6 - Completion of programme modification process

I confirm that the programme has been correctly setup on Navitas systems. I also confirm that I have received notification from the UoP that any programme structure changes / route diets resulting from the above changes have been input to the UoP's Student System and that these have been checked and are correct. In the case of new integrated programmes, I confirm that I have received notification from UoP that the course has been setup on UoP's Student System.

Name of College Director	Signature	Date
For new integrated programmes only; UoP course code:		

End of process