Outline Summary completion   KB0010012

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Completing the Outline Summary

The Outline Summary should be completed for all requested changes to programmes and modules. The information provided should give sufficient detail about what is being requested and its potential impact on student to allow the approval body to come to an informed decision.

Outline Summary

Proposal title

The title will default to the name of the programme or module - please amend it to a more informative title including the school code and programme/module code.

For example:

CSM 34000 Computing - changes to level 6 options

PBS 45577 MPharm with foundation - closure

BES 5311NATSCI - changes to assessment

Rationale for proposed amendment(s)

Provide a description of all the proposed amendment(s) and the reasons for requesting them.

Proposed Start Date - First Cohort

Normally this will be the start of the academic year in which the change will be implemented.

Link to Planning Proposal form

This is only used for the validation of new programmes.

Ownership

This section should be self-explanatory - remember to add yourself as the contact.

Impact and Consultation

Impacted Programme Lead Consultation

This section is of particular relevance when a change to a module may affect several programmes. Within this section, please confirm when/how Programme Leaders for each programme affected by the proposed amendment(s) were consulted. The **Related Items** button within a module will show which programmes use the module.

Which students will be affected?

Within this section, please confirm whether the proposed amendment(s) will apply to existing students only, prospective students only or both. If the request is to close the programme, what will happen to existing applicants and students.

Student Consultation and Communication

Within this section please confirm:

> a. When and how students were consulted with regard to the proposed amendment(s), and
> b. If the amendment is approved, how the change(s) will be communicated to all affected students (including if applicable prospective students)

If the nature of the proposed change(s) necessitates student consent (see Guidance for Programme and Module Amendments), please confirm how and when student consent was sought. If required, confirmation that all affected students have consented to the change should be provided. Please note, evidence that all affected students have consented to the proposed change(s) may be requested.

You may wish to attach a copy of the communication as an attached document.

PSRB Consultation

If the programme is accredited or regulated by an external body, please confirm the date when the relevant PSRB(s) was consulted with regard to the proposed amendment(s). Please outline the nature of the response received.

Alternatively, if the relevant PSRB(s) has not been consulted please provide a rationale.

External Examiner Consultation

If applicable, within this section please confirm the date when the relevant PSRB(s) was consulted with regard to the proposed amendment(s).

Alternatively, if the relevant PSRB(s) has not been consulted please provide a rationale.