

Minor/Major Change Application Form

Name of Awarding Institution	
Programme title	
Name of site where the programme is delivered	
Nam of Department, School or Faculty <i>(to which the programme belongs)</i>	
Mode of delivery	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Other (please provide details)
Duration of Programme	
Name, job title, telephone number & e-mail address of person responsible for submitting the change proposal to HPC	
Outline of proposed change. If the change is temporary, please also provide dates.	

Has the programme undergone any other changes since the last HPC approval visit or annual monitoring audit?

Yes No

If yes, was the HPC advised of the change at the time?

Yes No

If yes,

Date of change submission: / /

Date of approval: / /

If no, please provide information about the date of the change and the nature of the change:

INSERT SPACE

I confirm that:

That all information relating to the proposed programme changes has been submitted herewith, that the information provided on and with this form is correct

First Name:

Last Name:

Job Title/Position:

Signature:

Date:

How to complete the Minor/Major Change Application Form

The following information is provided to assist you in completing the application form if you find you have any questions. For further details about the Minor/Major Change process, please refer to the guidance notes for this process. A copy of this information is available on the HPC website at: www.hpc-uk.org.

Name of Institution:

This refers to the name of the Education Provider who validates the programme.

Programme title:

This refers to the title of the programme for which you are requesting the change. If there are a number of programmes that will be impacted by the changes, for example if the programme shares modules with another HPC approved programme, or if the change is an Education Provider-wide change, please list all the programme titles here.

If you are proposing a name change for the programme, please put the current name of the programme in this space and detail proposed name change in the space below.

Name of institution where the programme is delivered:

If the programme is offered at a site or college other than that of the validating provider, please provide this information.

Department or School or Faculty (*to which the programme belongs*):

Generally a programme will be run by a specific School or Department within an institution. For example, the School of Social Care or Department of Health Sciences, The University of XXX.

Mode of delivery:

The programme may be offered on a full time and/or a part time basis.

Duration of Programme:

This refers to the length of the programme and is generally stated in years. However, if you have for example, stand alone modular programme that lasts for only a number of months, please indicate this in months.

Final award/title:

This is the actual title that appears on the graduation certificate.

Name, job title, telephone number & e-mail address of person responsible for submitting the change proposal to HPC:

This information relates to the person with whom you would like us to correspond regarding the changes you have submitted. It may be someone from the Quality Assurance office of your institution, and administrative person, or someone from the programme team who is responsible for overseeing such changes and their implementation.

Outline of proposed change:

In this section, we only require a brief description of the changes being proposed. For example, “increase in student numbers” or “change of delivery site”.

If the change is anticipated to be temporary, please also provide dates for which the programme will be impacted.

Has the programme undergone any other changes since the last HPC approval visit or annual monitoring audit?

This is a yes/no answer only. This information is to assist us in making decisions about cumulative change (for further information about cumulative changes, please refer to the Minor/Major Change guidance notes). If the programme has undergone other changes since the last visit or annual monitoring audit, it may be the case that the change is significant and we may need to Visit the programme

If yes, was the HPC advised of the change at the time?

If a change was made and you did advise us, we will have a record. This will make it easier for us to refer to previous correspondence from you regarding previously approved minor changes.

Date of change submission:

This refers to the date that you sent notification of the change to us.

Date of approval:

This may apply either to the date that the HPC notified you of the change, or the date of the HPC committee meeting at which the change was approved.

If no, please provide information about the date of the change and the nature of the change:

If you have implemented a change to the programme previously and not notified us, you will need to do this now. Please refer to the Minor/Major Change guidance notes for guidelines about what documentation you will need to provide to support these changes.