Curriculum Management and Consumer Law - Risk assessment tool

Colleagues should use the table below to determine whether proposed curriculum development will cause particular difficulties for the current application cycle.
Where a score of 6 or more is reached, the proposal is considered to be sufficiently high risk and Schools should flag proposed changes to the ADQE Curriculum Team to obtain permission to proceed.

HIGH RISK	2 points
MEDIUM RISK	1 points
LOW RISK	0 points

TYPE OF CURRICULUM CHANGE	NUMBER OF APPLICANTS AFFECTED		NUMBER OF OFFER HOLDERS WHO HAVE ACCEPTED	TIMELINE	IMPACT ON FOUNDATION YEAR AND ISC STUDENTS
	UG	**PGT**			
• Addition/withdrawal/suspension/removal of core module(s)/change to course structure • Revalidation of course	>150	>100	20% or more acceptances	After Christmas vacation of the preceding academic year	Course serves as significant progression route for one or more of the Foundation Years (internal or ISC)
• Withdrawal/suspension/removal of optional module(s)	100 - 150	50 -100	10% or more acceptances	Between October and Christmas vacation of the preceding academic year	Course can serve as progression route for one or more of the Foundation Years (internal or ISC)
• Addition of optional module(s) • Module title change (where content remains unchanged) • Addition of mode of study • Change of assessment modes • Change of teaching methods • Change of assessment weightings	<100	<50	No acceptances	Before October of the preceding academic year	No relevant Foundation Year
• Removal, addition or change of learning outcomes • Change of assessment lengths	**No risk - No permission required**				
Proposals to change course titles and requests to suspend/withdraw courses/remove a mode of study must be submitted to Portfolio Approval Committee for consideration					

If the proposed change is identified as being high risk, the following solutions will be considered:

- The change is allowed to proceed and the Admissions Office will contact the affected applicants and seek their express consent.
- The change is allowed to proceed and, where the risk is believed to be manageable, a determination is made that updating the prospectus and webpage is a proportionate way of publicising this change.
- The change is considered too high risk and is deferred until the next appropriate academic year or not approve