

Central Film School

2026-27

Central Film School

Module Modifications Policy

1. Introduction

- 1.1. This Policy sets out the School's policy and processes relating to the modification of taught-programmes leading to an Central Film School award.
- 1.2. The School designs our programme documentation so that learners have assurance of what and how they will learn, while still upholding our obligations to academic freedom and providing space for module leaders to apply their own experience and creativity when teaching a module.
- 1.3. Module modifications can be separated into two categories: minor modifications and major modifications.
- 1.4. Minor modifications usually affect a single module or a small number of linked modules. The course as a whole should not be significantly different. For example:
 - a change to the module title
 - a change to the way a module is assessed or the assessment method
 - a change to the length or delivery term of a module (at the same level of study)

- minor changes to an existing module that do not substantially change the aims and learning outcomes of that module or that of the course
 - a change to a module's learning and teaching strategy
- 1.5. A major modification is a modification of an existing course or module that is significant and may have implications across a number of areas such as students' learning experience, satisfaction or completion rates, and internal resourcing.
- 1.6. A major modification may include:
- Introduction of new module
 - Removal of existing module
 - Replacement of existing module
 - Any change to the title of a course, degree, or pathway of study
 - changing mode of delivery (from online to distance or full-time to part-time)
 - CATS value changes
 - modifications that affect more than a third of the overall programme
- 1.7. Major modifications will be considered through the Programme Design & Approval Process and Revalidation Policy as 'revalidations'.
- 1.8. For guidance, please refer to [☰ Outline Guidance – Course Modifications Approval Required](#)
- 1.9. A course that has undergone a significant number of minor modifications since approval may be required to go through a revalidation if the modifications have had a cumulative effect of the nature of the programme.

2. Aims

- 2.1. The responsibility for the approval of module modifications rests with the Courses Board.
- 2.2. The aims of the module modifications process are to:

- ensure that each proposed modification positively contributes towards the aims and objectives of the course and / or module;
- ensure that no student will be adversely affected by the modification.

3. Stage 1 – Concept

- 3.1. The first stage in this process is the decision by a course team that there should be a modification to a current course or module.
- 3.2. This could be the result of:
 - monitoring and review as a result of the quality cycle or recommendations arising from a module leader report;
 - changes made as part of, or following, curriculum planning meetings;
 - student feedback;
 - external examiner feedback;
 - developments in the sector or industry;
 - changes in School strategy;
 - Feedback from other bodies such as the Board of Directors of Advisory Committee

4. Stage 2 – Initial Scrutiny of Proposed Changes

- 4.1. Any proposed modifications to courses should be tabled and discussed at the Learning & Teaching Committee.
- 4.2. After this initial discussion, the proposed modifications should be recorded using the  CFS Module Modification Proposal Form and tabled at the Quality & Registry Committee for review.
- 4.3. Where a proposed minor modification involves changes to module learning outcomes, assessment methods, or weighting, the Learning & Teaching Committee must obtain written endorsement from the relevant External Examiner.
- 4.4. The Quality & Registry Committee will make note of changes proposed to courses. If any changes are considered to be a major modification, the Course Team may be advised that the changes should be considered under Programme Design & Approval Process as a revalidation.

5. Stage 3 – Approval

- 5.1. If the Quality & Registry Committee deems the modification to be minor, the proposal will be tabled at the next Courses Board for final review and approval.
- 5.2. If the Courses Board considers that the modification requires further discussion, the proposal can be referred back to the Learning & Teaching Committee for further consultation.
- 5.3. All approved module modifications will need to be reported to the Academic Board.

6. Stage 4 – Modification Implementation

- 6.1. Following approval of a minor modification by the Courses Board, Course Leaders should ensure:
 - that the agreed changes are reflected in the Course Descriptor, Module Descriptor and Module Guide where necessary;
 - that the Marketing & Communications and Recruitment & Admissions Committee is informed of the modification to ensure all public-facing material and pre-contractual information are updated, and that prospective students/offer-holders are formally notified in line with Competition and Markets Authority (CMA) guidelines;
 - that current students registered on the affected module(s) are informed of the changes. If a major modification alters "material information" of a course for an active cohort, the School must consult with the affected students and obtain formal, unanimous written consent from all students within the cohort before the change can be enacted;
 - that the QARC is informed when the above has been completed so the formal programme record can be updated.
- 6.2. The Quality & Registry Committee will then monitor this to ensure the agreed changes have been carried out and are appropriately signposted.

7. Timescales

- 7.1. In-year changes are not normally permitted and any course-level changes must be approved by the Courses Board no later than two months prior to the intake of students affected.

- 7.2. In exceptional circumstances where an in-year modification is unavoidable (such as emergency professional body compliance or unexpected loss of specialist staff/resources), the modification may only proceed with the explicit, unanimous written consent of all currently enrolled students affected by the change, alongside emergency approval from the Chair of the Academic Board.

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