*Please delete the guidance boxes when completing this form.*

***Guidance***

Proposals to change scheme titles will only be considered by the Portfolio Planning Committee after full consultation within the relevant departments. In these circumstances the normal expectation is that there should be external consultation that the change is appropriate and that the new title continues to match the content of the scheme. It is also essential to consider the impact the title change will have on registered cohorts and on applicants, and whether students should be consulted about which title they wish to graduate on.

If a change of title is approved, departments are required to confirm whether current students will be advised on the option to change scheme title. If this is the case, the department would need to liaise with the Academic Registry about managing a change in title for the different cohorts of students registered on the original title.

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|  | Request to change scheme title |
| 1. | Scheme code | Click here to enter text. |
| 2. | Qualification Aim | Click here to enter text. |
| 3. | Current Title  | Click here to enter text. |
| 4. | New Title in English | Click here to enter text. |
| 5. | New Title in Welsh | Click here to enter text. |
| 6. | Rationale for change (e.g. to match changes to scheme content, to enable more effective marketing): |
| Click here to enter text. |
| 7. | Has there been external consultation? (Please attach relevant correspondence): |
| Click here to enter text. |
| 8. | Have Undergraduate / Postgraduate Admissions (Academic Registry) been consulted?  | Click here to enter text. |
| 9. | Session new title comes into effect for new students: | Click here to enter text. |
| 10. | Are there any current applicants for the scheme?  | Click here to enter text. |
| 11. | If there are current applicants for the scheme please note how many. | Click here to enter text. |
| 12. | When the new title has been approved does the department intend to advise current students on the option to change title of scheme? | Click here to enter text. |
| 13. | If there are students registered on the scheme please note how many in each cohort: | Click here to enter text. |
| 14. | Has this proposal been approved at departmental level? | Click here to enter text. |

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|  | Authorisation |
| PLEASE NOTE THAT FORMS WILL NOT BE ACCEPTED UNTIL ALL SIGNATURES HAVE BEEN OBTAINED. Only electronic signatures or typed name with supporting email from signatory will be accepted. |
| Head of Department | Click here to enter text. |
| *If more than one Department involved in delivery of scheme:* |
| Head of Department | Click here to enter text. | Click here to enter a date. |

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| Portfolio Planning Committee Decision (*to be completed by Academic Registry*) |
| Decision of PPC (rejection, referral back to Department, unconditional approval) | Click here to enter text. |
| Date of meeting | Click here to enter a date. |
| If referred back to Department: |  |
| Date of meeting at which proposal was re-considered | Click here to enter a date. |
| Additional meetings if required (please list meeting and date) | Click here to enter a date. |

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| Reason for update: | Updated to reflect the introduction of the Portfolio Planning Committee |
| Approved: | Assistant Registrar, Assurance and Enhancement | Effective From:  | September 2020 |
| Contact: | Quality Assurance and Enhancement Team: qaestaff@aber.ac.uk  |