**CMA Risk Assessment Form**

**This form should only be completed in instances where:**

* **there is a proposed material change impacting existing students**
* **the course team has, despite reasonable efforts, been unable to obtain 100% positive affirmation from all affected students.**

**Once completed, this form should be submitted with the Coursefinder Unlock request documentation, together with all supporting evidence.**

**Please complete all sections in full.**

|  |  |
| --- | --- |
| **Course level/mode:**  (select from drop down list) | Choose an item. |
| **Year of Entry (eg 17/18):** |  |
| **Course Title & Award:** |  |
| **IPP Code:** |  |

**Rationale for Change:**

Provide a brief summary of the proposed changes including:

* A summary of the differences in content of the proposed changes compared to existing provision;
* When changes are to take effect from and what cohorts are impacted.
* Why it is necessary to implement the changes for current students.
* Any benefits of the changes
* Any perceived difficulty the course team may face in receiving 100% consent as well as the steps taken to mitigate these.

Please provide a summary response to all of the following points:

1. **the level of detriment students are likely to suffer as a consequence;**
2. **the extent to which the changes are due to legitimate reasons such as clear pedagogical benefit or regulatory requirement or to respond to a change in the law;**
3. **whether the changes are due to reasons outside the University’s control;**
4. **the risk exposure in terms of the number of students affected (i.e. not all students would suffer the same detriment (if any));**
5. **the likelihood of students objecting to the proposed changes;**
6. **the risks associated with reputational damage in the event objections are raised;**
7. **the amount of notice students can be provided with;**
8. **the ability to allow students to object to changes and put alternative solutions in place.**

**Appendix 1 - Evidence in support of change**

Provide a summary of the following areas as well as any documentary evidence:

* Summary of steps taken to Communicate with students (including following up instances of no responses or negative responses)
* A summary of evidence in support of the changes (student panel/course committee feedback from students; External Examiner support, industry benefits or practice etc.);
* Outline the number of students impacted on a course by course basis;
* Statistical Summary of responses received
* A copy of any correspondence text sent to students.
* Any additional information which may support the request.