

**Amendments to Approved Modules (AAM)**

For **Category 1** amendments, please complete the details below and return to your School Quality Administrator. Please also attach the revised Module Specification, highlighting the changes. For further details of requirements for module/course amendments please see paragraphs 80-94 of the [**Course Planning and Approval/Reapproval Process**](http://www.worc.ac.uk/aqu/655.htm).

**If these amendments will affect the award map in the Programme Specification, please contact your School Quality Administrator to obtain the most up to date version. These are held centrally in AQU to ensure accuracy of version control and are published on the** [**AQU webpages**](http://www.worc.ac.uk/aqu/662.htm)**.**

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| --- | --- |
| School/Dept: |  |
| Course Title: |  |
| Module Code: |  | Module Author/Proposer: |  |
| Module Title: |  | Credits: | 15 / 30 |
| Status of module in relation to course, i.e. Mandatory / Optional. (Also see Section 3 below for shared modules) |  |

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| --- | --- |
| **Date change to take effect from:**  | Academic year: 2021/22 (please amend if otherwise) |
| Which students will be affected? New only or existing? Which programme specifications will require changes? Please clarify if retrospective changes or going forward only:For L4 changes: new students only – starting in 2021/22? Current students in Semester 2 2020/21?For L5 changes: 2021/22 (& current Level 4s started in 2019/20?)For L6 changes: 2021/22 (& current Level 4s started in 2019/20 and Level 5s started in 2018/19?) |
| (Programme specs can be found here for UG courses: [2020/21](https://www2.worc.ac.uk/aqu/715.htm) [2019/20](https://www2.worc.ac.uk/aqu/766.htm) [2018/19](https://www2.worc.ac.uk/aqu/759.htm)  |

1. Does the proposal have the agreement of the following (where appropriate)?

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| --- | --- | --- | --- | --- |
| Course Leader  | Name:  |  | Date agreed: |  |
| Head of Centre/ Department | Name: |  | Date agreed: |  |
| Link Tutor(for collaborative courses only) | Name:  |  | Date agreed: |  |

2. Have existing students been consulted about the proposed change? YES / NO

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| Give details of consultation e.g. means of consultation, outcome of discussion/feedback, etc, or if not, explain why consultation did not occur. |

3. Is the module shared by any other course? YES / NO

Where the module is shared by another course or courses, the proposer must ensure that the course leader/s have been consulted in order to consider implications of the proposed change for students on the other course/s. Where there is a significant practice element, changes must be discussed with relevant partners/placement providers.

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| Shared by Course/s: |  |
| Status of module in relation to these courses, i.e. Mandatory or Optional. |  |
| Has the course leader been consulted? Give details e.g. name, course, date of discussion, etc. |  |
| Have partners/placement providers been consulted (where relevant)? |  |

## Nature of Change

Where there is a change of module title, module code, status, pre-requisites, or excluded combinations, these will also need to be amended in the Award Map (Section 15) of the Programme Specification for the course(s) and the date of the revision noted.
Please complete the relevant box(es) below. You may remove any boxes you do not need (from sections 4 – 11 only).

4. **Change of Title/Code***Please attach the amended award map with this form.*

|  |  |
| --- | --- |
| Old Title/Code |  |
| New Title/Code |  |

5. **Change of Status** (Mandatory (M) or Optional (O))
*Please attach the amended award map with this form.*

|  |  |
| --- | --- |
| Old Status |  |
| New Status |  |

6. **Change of Pre-requisites:***Please attach the amended award map with this form.*

|  |  |
| --- | --- |
| Old details |  |
| New details  |  |

7. **Change of Excluded Combination***Please attach the amended award map with this form.*

|  |  |
| --- | --- |
| Old details  |  |
| New details  |  |

8. **Change to learning outcome/s:**

|  |  |
| --- | --- |
| Old Learning Outcome/s: |  |
| New Learning Outcome/s: |  |

9. **Changes to Assessment pattern**: include assessment type, word/time, limits, weightings, etc.

 **Original Assessment Pattern:**

|  |  |
| --- | --- |
| 001 |  |
| 002 |  |
| 003 |  |

 **New Assessment Pattern:**

|  |  |
| --- | --- |
| 001 |  |
| 002 |  |
| 003 |  |

10. **Changes to** **Learning and Teaching Activities:** include changes to type of activity, breakdown of learning time hours etc.

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| Give details: |

11. **Any other changes not listed above:**

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| Give details: |

12 **Rationale for the amendments:**

This should include reference to the learning outcomes of the module and course assessment strategy as appropriate.

How do the new arrangements support the Course aims?

Is the proposed change a response to student, staff or External Examiner evaluation?

Does the assessment strategy comply with the policy and procedure on inclusive assessment?

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| Give details: |

13. **Other implications:** Will the changes to this module affect or have implications for other modules on the course and/or for the course as a whole?
e.g. 30 credit modules with related 15 credit “exchange” modules; removal of PDP from a module; employability skills or mapping of key skills across a course.

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| Give details: |

14. **Cumulative change:**  Have other changes been made to this course within the last 3 years? Sections 12 and 13 of the programme specification should be checked as changes may affect course learning outcomes etc.

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| Give details: |

All modules and course changes should be recorded by the School Quality Administrator onto the School’s [Cumulative Change Tracking Spreadsheet](https://www.worc.ac.uk/aqu/documents/Appendix19Cumulative_change_tracking_template.xlsx).

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| --- | --- |
| **Agreed by Course Leader** | Name: |
| **Agreed by Head of School (or Head of Department, or their nominees)** | Name: |
| **Agreed by Link Tutor (Collaborative only)** | Name: |

The School Quality Administrator should save the completed form onto the O drive or OneDrive and share the documents with their AQU Officer.

Following School/AQU approval, the School Quality Administrator must ensure that the Module Specification (Programme Specification/Award Map where appropriate) is amended to incorporate the changes and the “Date Module Specification Approved” and “Date and Record of Revisions” (and the “Date of Programme Specification preparation/revision” where appropriate) are completed appropriately.

The School Quality Administrator should record the change/s onto the School’s [Cumulative Change Tracking Spreadsheet](https://www.worc.ac.uk/aqu/documents/Appendix19Cumulative_change_tracking_template.xlsx)and communicate the details via the revised documentation to Registry Services so that the Student Records system can be updated.

Where appropriate, if the award map has been changed as a result of the module amendment, they must also save the completed form onto the O drive or OneDrive and share the documents with their AQU Officer who will upload the Programme Specification to the AQU website.

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| **For AQU use:** **Agreed by AQU at meeting on (date).** **School Quality Administrator advised to action the changes/notify relevant parties.** | AQU Officer:Date: |