

**Removal of Optional Modules from Courses**

Please complete the details below and return to your School Quality Co-ordinator, School Quality Administrator and [AQU Officer](https://www.worc.ac.uk/aqu/).
For details of requirements for other types of amendments to courses see <http://www.worc.ac.uk/aqu/documents/Appendix15GuidanceonAmendments.docx>

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| --- | --- |
| **Name of Course Leader/Proposer** |  |
| **School and Department** |  |
| **Course or Award title/s** |  |
| **Optional Module/s to be removed** Please list in the table below: |

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| **Module code/s** | **Module Title**  (Add lines as needed) | **Number of credits** |
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| **Brief rationale for removal of module/s:** |  |
| **Period of removal:** Permanent or Temporary (if temporary, give relevant academic year date/s) |  |
| **Date removal takes effect from:** | Month/year (e.g. September 2021)Academic Year: 2021/22  |
| **Are there implications for this award?**If yes, provide details. e.g. Will this make all modules mandatory? If so, there will need to be further consultation with AQU. **(Please append/attach award map for information)** |  |
| **Associated courses:** Are there any implications for courses which will still be using the module? If so, the proposer must ensure that course leader/s, and/or partner colleagues have been consulted in order to consider implications of the proposed change for students on the other course(s).  |  |
| **Any implications for students who may need to retake this module?**Could students take an alternative module if this one is no longer available? If yes, please give details of the alternative/s. |  |

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| **Agreed by Head of School**  | Name: |
| **Agreed by Link Tutor** (Collaborative only) | Name: |
| **Agreed by School Quality Co-ordinator**  | Name: |

**Removal of optional modules will normally require an amendment to the Award Map (Section 15 in the Programme Specification).**

**Please contact your** [**AQU Officer**](https://www.worc.ac.uk/aqu/) **to obtain the current Word version of your programme specification, attach the revised Award Map below and send to your School Quality Co-ordinator/School Quality Administrator.**

 **Please use track changes or highlighting on the Award Map to identify the changes being made. i.e. modules being removed, Optional modules changing to Mandatory, etc.**

Following approval by the School Quality Co-ordinator, the Module/Course Leader must amend the Programme Specification/s as appropriate and record the changes in Section 11 (“Date of Programme Specification preparation/revision”).

The Programme Specification should then be sent to the School Quality Administrator who will communicate the revised documentation to Registry Services so that the Student Records system can be updated, and to AQU so that the revised Programme Specification can be uploaded to the AQU website.

[Insert Award Map here]