

**Amendments to Approved Courses (AAC)**

For **Minor Course Amendments (Category 2) or Major Course Amendments (Category 3a)**, please complete the details below and return to your School Quality Administrator (who will share with AQU). For further details of requirements for amendments to courses 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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| **Name of Course Leader**  **(or Proposer, if no Course Leader)** |  |
| **School/Department** |  |
| **Course Title** |  |
| **Nature of Proposal**  e.g. New module(s), amendment to mode of attendance, delivery, assessment balance, admission requirements, pathway title.  If new module, include status of module in relation to course, i.e. Mandatory or Optional. *Please attach the amended award map with this form.* |  |
| **Rationale:**  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? |  |
| **Student consultation:** Have students been consulted about the proposed change?  Give details e.g. means of consultation, outcome of discussion/feedback, or explain why consultation did not occur. |  |
| **Additional Resources:** For new or replacement modules, will this change require any additional staffing and/or resources? |  |
| **Impact on associated courses:** Will this change affect any associated courses, awards or modules? If so, the proposer must ensure that course leader/s, module leaders and/or partner colleagues have been consulted in order to consider implications of the proposed change for students on the other module(s)/course(s). |  |

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| **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.  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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| **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) | |

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| **Any collaborative elements**? | Yes / No (If yes give details) |
| Where will it be taught? | UW / Partner / Both |
| Whose staff will it be taught by? | UW / Partner / Both |
| Student Numbers allocated to? | UW / Partner / Other (please specify) |
| Link Tutor approval obtained? | Name :  Date of approval: |

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| **Any Professional Statutory Bodies?** | Yes / No (If yes, provide details) |
| **Any work based learning/placements?** | Yes / No (If yes, provide details) |
| **Any flexible or distributed learning?** | Yes / No (If yes, provide details) |

**Please specify the type of amendment proposed and complete details of External Examiner or External Adviser as appropriate:**

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| **Type of amendment:**  Category 2 – requires comments from current External Examiner  Category 3a – requires comments from External Examiner and one \*Independent External Adviser | |
| **Details of current External Examiner**  (Category 2 and 3a) |  |
| **Details of \*Independent External Adviser**  (Category 3a) | Where required, \*these will need to be approved by the Director of Q&ED before proceeding. |
| Where comments have already been received, please include here: |  |

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| **Agreed by Course Leader** | Name: |
| **Agreed by Head of Department/Centre** | Name: |
| **Agreed by Link Tutor (Collaborative only)** | Name: |
| **Agreed by Head of School** | Name: |
| **Category 2 – Agreed by College Director** | Name: |

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

**For AQU use:**

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| Category 2: completed form to be submitted to College LTQE meeting for information. | Date of meeting: |
| Category 3a:  to be presented for discussion at LTQE meeting: | Date of meeting: |
| **Date approved:** |  |
| **AQU Officer:** |  |
| **School Quality Administrator informed:** |  |

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

The School Quality Administrator should 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.