

Guidance on Amendments to Modules and Courses via CMAS or Course Re-approval

Category 1 Module Amendments	Category 2 Minor Course Amendments	Category 3 Significant Course Amendments	
		Category 3a	Category 3b
Changing the title or code of a module (award map must also be amended)	*The addition of up to 60 credits of new or shared optional modules of a course overall (based on a 360 credit UG award and no more than 20% of any course) provided these do not result in the introduction of a new named short award or no more than two revisions to the course as detailed below	*The addition of up to 90 credits of new or shared optional modules (affecting no more than 50% of any one level of the course, and no more than 25% of a course in total and not resulting in a new named award)	The addition of, or changes to, more than 90 credits of a course (affecting more than 50% of any one level of the course, or more than 25% of a course in total) or higher risk changes
Modifying the learning outcomes of a module affecting no more than 60 credits of the overall course (based on a 360 credit UG award and no more than 20% of any course)	Addition of part-time mode of attendance	*A combination of changes covered by the Minor Course Amendments Category 2	*A change to the mode of delivery of a course, e.g. changes from part-time to full-time, and/or the length of a course. *The introduction of a highly blended, online or distance learning pathway *Introduction of a new pathway, changes to pathway offers of <i>single, major, joint, minor</i>
*Changing summative assessment items for a module affecting no more than 60 credits of the overall award (based on a 360 credit UG course and no more than 20% of any course)	*Changing the assessment balance of the course, including additions or deletions of examinations	*The addition to a multi-pathway programme of a new named (short) award of up to 60 credits using either new or shared modules	*A change to the title of a course and/or associated award
*Changing whether compensation is permitted between assessments within a module	*Changing one optional module (up to 30 credits) from campus based to wholly online or highly blended *Changing one optional module in each academic year (up to 90 credits) from campus based to wholly online or highly blended	*Changes to entry requirements	*A change of course location to another campus or partner college (different from the approval of new delivery venues for existing provision via CAP Form 8 New Venue) *The introduction or variation to approved off-site or multi-site delivery arrangements
Changes to pre-requisites which do not affect the overall rationale for progression (award map must also be amended)	*Changes to pathway requirements	*Adding or removing a mandatory module, regardless of the size of the module *Changing status of module from optional to mandatory	Changes to the methodology of assessment of the programme such that the overall learning outcomes of the programme are fundamentally different
Changes to the teaching and learning hours for a module	*Changing the level of an optional module within a course	*Changes to more than 90 credits optional modules of a course (affecting more than 50% of any one level of the course, or more than 25% of a course in total) from campus based to wholly online or highly blended	*Change to the accreditation of a course
	The addition of one new shared module as an option, approved by another course (award map must also be amended)	*Changing up to two mandatory module (up to 30 credits) from campus based to wholly online or highly blended	*A change in balance of course delivery between the University and a collaborative partner which affects 25% or more of the modules on a course
*Change to any compulsory professional requirements needed to pass the module	*Minor module amendments which are proposed to more than 60 credits of a course overall and up to 90 credits in total (based on a 360 credit UG award and no more than 25% of any course)		*Changes to 90 credits or more mandatory modules of a course (or affecting more than 50% of any one level of the course, or more than 25% of a course in total) from campus based to wholly online or highly blended
Category 1 – action required	Category 2 – action required	Category 3a – action required	Category 3b – action required
<p>CTMC Form 1 - Amendments to Approved Modules (AAM) completed by ML, signed off by CL and sent to School/Institute Quality Administrator including confirmation that students have been consulted</p> <p>Original and revised module specification, award map and programme specification, where applicable, must be attached with changes highlighted.</p> <p>*External Examiner to be informed of the proposed changes. External examiner may provide comments by correspondence</p> <ul style="list-style-type: none"> • Approved by College Course & Module Amendments Sub-Committee (CMAS) • Recorded by School/Institute Quality Administrator 	<p>CTMC Form 2 - Amendments to Approved Courses (AAC) completed by CL, signed off by HoD and sent to School/Institute Quality Administrator including confirmation that students have been consulted.</p> <p>Original and revised module specification, award map and programme specification, where applicable, must be attached with changes highlighted</p> <p>*External Examiner to be informed of the proposed changes. External examiner must provide comments by correspondence</p> <ul style="list-style-type: none"> • Approved by College Course & Module Amendments Sub-Committee (CMAS) • Recorded by School/Institute Quality Administrator 	<p>CTMC Form 2 - Amendments to Approved Courses (AAC) completed by CL, signed off by HoD & HoS and sent to School/Institute Quality Administrator including confirmation that students have been consulted</p> <p>Original and revised module specification, award map and programme specification, where applicable, must be attached with changes highlighted</p> <p>*External Examiner to be informed of the proposed changes. External examiner must provide comments by correspondence</p> <ul style="list-style-type: none"> • Approved by College Course & Module Amendments Sub-Committee (CMAS) • Recorded by School/Institute Quality Administrator 	<p>Discuss with AQU and College Director at earliest possible opportunity to establish appropriate mechanisms of change</p> <p>*The above will require the agreement of the APPG (Academic Planning and Portfolio Group)</p> <p>Course re-approval would usually be required, including independent external advice and meeting</p>

Refer to [Course Planning and Approval/Re-approval Process](#) (paragraphs 76-90)