

**CTMC FORM 2: Amendments to Approved Courses (AAC)**

For **Minor Course Amendments (Category 2) or Significant 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 78-92 of the [Course Planning and Approval/Re-approval 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). **Please attach the amended award map with this form.**

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| --- | --- |
| **Name of Course Leader** (or Proposer, if no Course Leader) |  |

|  |  |
| --- | --- |
| **Course Title:** |  |

|  |  |
| --- | --- |
| **School/Department:** |  |

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| **Please specify the type of amendment proposed:** | [ ]  | Category 2 | [ ]  | Category 3a\* |

\*Please note that Category 3a changes may require an Independent External Adviser

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| --- | --- |
| **Date change to take effect from:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Which students will be effected:** | [ ]  | New | [ ]  | Existing |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have existing students been consulted about the proposed change?** | [ ]  | Yes | [ ]  | No |
| Give details of consultation (ie: means of consultation, outcome of discussion/feedback) |
|  |

**1. Nature of Proposal**

For example: 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.

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| --- | --- |
| **Give details:** |  |

**2. 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?

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| **Give details:** |  |

**3. Additional Resources**

For new or replacement modules, will this change require any additional staffing and/or resources? Changes that require additional staffing and/or resources should be approved by APPG ahead of CMAS approval**.**

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| **Give details:** |  |

**4. 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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| **Give details:** |  |

**5. Cumulative change**

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| --- | --- | --- | --- | --- |
| Have other changes been made to this course within the last 3 years? | [ ]  | Yes | [ ]  | No |
| 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). |
| **Please list all changed in last 3 years** |  |

**6. Other considerations**

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| --- | --- | --- | --- | --- |
| **Does this course have a PSRB?** | [ ]  | Yes | [ ]  | No |
| If yes, give details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Does this course have work based learning/placements?** | [ ]  | Yes | [ ]  | No |
| If yes, give details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Does this course have collaborative elements**? If yes, please complete below: | [ ]  | Yes | [ ]  | No |

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| **Where will it be taught?** | [ ]  | UW | [ ]  | Partner | [ ]  | UW and Partner |
| **Whose staff will it be taught by?** | [ ]  | UW | [ ]  | Partner | [ ]  | UW and Partner |
| **Student Numbers allocated to?** | [ ]  | UW | [ ]  | Partner | [ ]  | UW and Partner |

**7. External Examiner Comments**

|  |  |
| --- | --- |
| **Details of External Examiner** |  |
| Where comments have already been received, please include here: |  |

**Signatures**

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| **Course Leader** |
| Signed: |  | Date: |  |

|  |
| --- |
| **Head of School and/or Head of Department** |
| Signed: |  | Date: |  |

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| **Agreed by Link Tutor** (Collaborative only) |
| Signed: |  | Date: |  |

Please send completed form to the School Quality Administrator and College Director LTQE.

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| **For College Director and Quality Administrator use:**For School Quality Administrator use:

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| --- | --- | --- |
|  | **Date:** | **Signature:** |
| Completed form to be submitted to CMAS for approval |  |  |
| Date approved by CMAS: |  |  |
| AQU Officer informed: |  |  |
| School Quality Administrator informed: |  |  |

Following approval at the CMAS, the School Quality Administrator must ensure that the 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 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 amendment, the School Quality Administrator must also save the revised Programme Specification and share with their AQU Officer who will upload the Programme Specification to the AQU website.**To be completed following approval by CMAS**Confirmation of communication of changes, to be completed by School Quality Administrator:

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| --- | --- | --- |
|  | **Date:** | **Signature:** |
| Revised documentation to Registry Services |  |  |
| Revised programme specification sent to AQU |  |  |
| Information for prospective students updated (webpages, marketing materials etc) |  |  |

Where changes effect current students:

|  |  |  |
| --- | --- | --- |
|  | **Date:** | **Signature:** |
| Confirmation that existing students have told about the change (ie: announcement on BB) |  |  |
| Revised Course Handbook issued to students |  |  |

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