

**CTMC FORM 3: Removal of Optional Modules**

Removal of optional modules will normally require an amendment to the Award Map (Section 15 in the Programme Specification). Please contact your AQU Officer 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.

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

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| **School/Department:** |  |

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| --- | --- |
| **Course or Award title/s** |  |

**Optional Module/s to be removed**

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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:** |  |

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| **Period of removal: Permanent or Temporary**  (if temporary, give relevant academic year date/s) |  |

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| **Are there implications for this award?**  If yes, provide details. ie: Will this make all modules mandatory? If yes, there will need to be further consultation with AQU/College Director LTQE  **(Please append/attach award map for information)** |  |

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| **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). |  |

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| **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. |  |

**Signatures**

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

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| **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:   |  |  |  | | --- | --- | --- | |  | **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 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 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:   |  |  |  | | --- | --- | --- | |  | **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 |  |  | |