**School / Institute of xxx Course and Module Amendment Sub-Group**

See Terms of Reference document for membership, reporting and working brief.

[Guidance on Amendments to Modules and Courses](https://www2.worc.ac.uk/aqu/777.htm)

**Chair:**

**Minuting Secretary (usually School Quality Coordinator):**

**AQU Officer:**

**[Add members and role]**

Category 1 changes should (where possible) be presented by the Course Leader.

Category 2 and 3 changes should (where possible) be presented by the Course Leader.

**To note:** Level 5 and Level 6 amendments to be considered in Meeting 1 or Meeting 2 (due to module selection dates) for the following academic year (2025-2026). L3 L4 and PG amendments to be considered at all meetings.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deadline for amendment papers to be emailed to School Quality Administrator** | **School CMAS Meeting dates:**(previously scheduled date – can be amended) | **LTQE Date** | **Relation to LTSEC** | **Relation to ASQEC** |
| Add date 2 weeks in advance of meeting | **Week commencing 10th November 2025** | \* | \* | \* |
| Add date 2 weeks in advance of meeting | **Week commencing 12th January 2026** | \* | \* | \* |
| Add date 2 weeks in advance of meeting | **Week commencing 6th April 2026** | \* | \* | \* |
| Add date 2 weeks in advance of meeting | **Week commencing 6th July 2026** | \* | \* | \* |

\*= to be confirmed when 25/26 dates are published