

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

For **Minor Course Amendments (Category 2) or Significant Course Amendments, including removal of Optional Modules, (Category 3a)**, please complete the details below and return to your School/Institute Quality Administrator and College Director LTQE. For further details of requirements for amendments to courses see paragraphs 76-90 of the [Course Planning and Approval/Re-approval Process.](https://www2.worc.ac.uk/aqu/documents/CourseApprovalProcess.pdf)

If these amendments will affect the award map in the Programme Specification, please contact your School /Institute 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) |  |

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

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

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

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

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

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

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| --- | --- | --- | --- | --- |
| **Have existing students been consulted about the proposed change?** | [ ]  | Yes | [ ]  | No |
| Give details of consultation (i.e.: means of consultation, outcome of discussion/feedback) |
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| **Details of External Examiner** |  |
| **For Categories 2 and 3a the External Examiner must be consulted** |
| Give details of External Examiner correspondence and any comments received  |
|  |

**1. Nature of Proposal**

For example: New module(s), amendment to mode of attendance, delivery, assessment balance, admission requirements, pathway title.

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| **Give details:** |  |

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| --- | --- |
| **Module Code:** |  |

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| --- | --- |
| **Module Author/ Proposer:** |  |

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| --- | --- | --- | --- | --- |
| **Status of module in relation to course** | [ ]  | Mandatory | [ ]  | Optional |

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| --- | --- | --- | --- | --- |
| **Credits** | [ ]  | 15 | [ ]  | 30 |

**If the proposal relates to removal of optional modules, please complete this section. Please note that this will normally require an amendment to the award map
(Section 15 of programme specification)**

**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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| **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. i.e., 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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| **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. |  |

**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/Institute Quality Administrator onto the School’s/Institute’s [Cumulative Change Tracking Spreadsheet.](https://www2.worc.ac.uk/aqu/documents/CTMCForm5CumulativeChangeTrackingTemplate.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: |  |

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

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| --- | --- | --- | --- | --- |
| **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 |

**Signatures**

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

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| --- |
| **Head of Department (Categories 2 and 3a)** |
| Signed: |  | Date: |  |

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| **Head of School/Institute (Category 3a)** |
| Signed: |  | Date: |  |

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

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

## **Checklist for consideration prior to proposal sign off:**

*Module Leaders and Course Leaders should note that a proposal to CMAS is comparable to final course approval and that final documentation submitted should be of the same high standard. Module Leaders and Course Leaders need to give themselves sufficient time to look critically at the proposed changes which are to be accurately presented on the correct template.*

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| --- | --- | --- | --- | --- |
| Has the QC advised on category and appropriate CTMC form? | Yes | [ ]  | No | [ ]  |
| Has the most up to date [Module Specification](https://www2.worc.ac.uk/aqu/documents/ModuleSpecificationTemplate.docx) been used. Has it been completed appropriately and been checked for typos and grammatical errors? | Yes | [ ]  | No | [ ]  |
| Have both the original module specification and revised version been submitted to CMAS? | Yes | [ ]  | No | [ ]  |
| Has the proposal been checked against the Programme Specification? | Yes | [ ]  | No | [ ]  |
| Do the proposed changes impact the Award Map? | Yes | [ ]  | No | [ ]  |
| If ‘Yes’ has the Award Map (and Programme Spec) been amended? | Yes | [ ]  | No | [ ]  |
| Are the original and revised module specifications, award map and programme specification, where applicable, attached with changes highlighted? | Yes | [ ]  | No | [ ]  |
| Has the cumulative change spreadsheet been checked to consider previous changes and whether the cumulative changes are likely to trigger a course reapproval? | Yes | [ ]  | No | [ ]  |
| Have any revised learning outcomes been reviewed against the **grade descriptors**? (See [Assessment Practice page](https://www2.worc.ac.uk/aqu/668.htm)) | Yes | [ ]  | No | [ ]  |
| Have the principles of assessment set out in the **Assessment Policy (Appendix 1)** been considered (See [Assessment Practice page](https://www2.worc.ac.uk/aqu/668.htm)). For example (not exhaustive): | Yes | [ ]  | No | [ ]  |
| * is assessment appropriate: does it align with course aims and learning outcomes (will it enable students to demonstrate meeting learning outcomes)?
 | Yes | [ ]  | No | [ ]  |
| * is the weighting appropriate as set out in the Assessment Policy?
 | Yes | [ ]  | No | [ ]  |
| * does the loading of assessment across modules at each level and for the course remain appropriate?
 | Yes | [ ]  | No | [ ]  |
| * has consideration been given to group work?
 | Yes | [ ]  | No | [ ]  |
| Does the module map against any professional accreditation? | Yes | [ ]  | No | [ ]  |
| Do the proposed changes, including those of the learning outcomes, impact on professional accreditation? | Yes | [ ]  | No | [ ]  |
| Are you sure that changes will not invalidate professional accreditation? | Yes | [ ]  | No | [ ]  |
| Has compensation been considered/noted on the module specification? | Yes | [ ]  | No | [ ]  |
| Have you considered whether changes impact the academic level and the overall course and how this module sits with other modules in the course)?  | Yes | [ ]  | No | [ ]  |