Open the University webpage. Click on Staff link

Click on MySaint link

Click on Sign in
Login to MySaint

Enter your Username and Password

Username: 

Password: 

LOGIN  CLEAR

Click on C-View
To amend an existing module, click on “Curriculum approval process (Proposer)”.

Note that the number of links you see will depend on your roles within the curriculum approval process.
Click on “Propose an amendment to an existing module (staff)” to begin a module amendment proposal.
• Upon clicking the link you will be directed to a basic information page. Read the information, then click “PROCEED” to continue.
• Answer all the questions on the following screen and click CONTINUE at the bottom of the page.

Module Approval Process
Amend Existing Module

- Please enter the code of the module you wish to amend
- List: BL500B
- Applied Ecology
- The following details are mandatory and will need to be populated before you are able to proceed with the creation of the proposed amendment
- What is the rationale for amending the module?
- What is the existing situation?
- When do you wish the change to take effect?

Look at the programme specifications - https://www.st-andrews.ac.uk/progspecs/ - for the degrees in which your module is a component. Will your present proposal affect the Programme Specifications for these degrees?

- In the “What is the existing situation?” question, list the current content of all the fields you wish to amend.
- In the proposal itself, you then change ONLY the fields you wish to amend with the new content.
Module Approval Process
Amend Existing Module

The following details are mandatory and must be populated in order to proceed with the creation of the proposed amendment. On the other pages of the form, please fill in only the fields you wish to amend.

### Module details

<table>
<thead>
<tr>
<th>Title</th>
<th>Applied Ecology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>15</td>
</tr>
<tr>
<td>Level</td>
<td>SCQF Level 11 / 5000 level modules</td>
</tr>
<tr>
<td>Category</td>
<td>Postgraduate Taught</td>
</tr>
<tr>
<td>Lead Department</td>
<td>Biology</td>
</tr>
<tr>
<td>School</td>
<td>School of Biology</td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty of Science</td>
</tr>
</tbody>
</table>

**What is the rationale for amending the module?**

because

**What is the existing situation?**

Assessment breakdown: 50% course work and 50% written examination

**When do you wish the change to take effect?**

2017-2018

The questions on this screen should be all pre-populated. Click CONTINUE.
At this point your proposal is recorded in the system with a unique identifier. From this point on, you can log out of the system and return to your proposal at a later time.

Scroll to the bottom of the page and click CONTINUE.
Once you have changed the content of the fields you wish to amend, go back to the overview screen. Scroll at the bottom of the page.

Click SUBMIT to submit your module amendment.
Confirm submission

Module approval: Module amendment Status
AMODS50015 - Applied Ecology

You will not be able to submit the amendment if there is missing or incorrect information.
If you intend to continue with the amendment of the module, please press CONFIRM SUBMIT otherwise Press EXIT.

CONFIRM SUBMIT  EXIT

Click CONFIRM SUBMIT to confirm your submission.
Sharing your proposal before submission

Done offline

Module approval: New module
NMODS30012 - guidance notes October 2016

Sharing your proposal with colleagues before submission

You are the only person able to edit this proposal. In order to share this proposal with colleagues and get their comments before submitting, it is recommended that you save this web page as a PDF.

To save or open this page as a PDF, print this page by clicking the print button above and use your browser's print options to save or open as a PDF. If you wish to convert the pdf file to a Word Document, right click on the saved pdf, choose Convert PDF/XPS and then choose As Form to Microsoft Word. A word document will be automatically created.

You can return to this screen from any page in the proposal by clicking the button.