MODULE AMENDMENT CATEGORIES

(1) Amendments to the following will be sent to the Curriculum Approvals Group and (i) require External Examiner approval

- Changes in credit weighting (should be submitted as new module proposal)
- Changes in level (should be submitted as new module proposal)
- Major changes in content and structure
- Changes in mode of teaching, e.g. distance learning, evening degree, taught at a partner institution, taught offsite (should be submitted as new module proposal)
- Significant changes in balance between Continuous Assessment and Exam for assessment or reassessment
- Changes in the total student workload
- Changes in the balance of student workload between different types of contact/private Study
- If a proposed new module is intended to replace an existing module, please also complete a module withdrawal. If a change to programme requirements is needed, please submit a programme amendment.

Amendments to the following will be sent to the Curriculum Approvals Group and (ii) do not require External Examiner approval

- Place of module within programme
- Changes in co-, pre-, or anti-requisites
- Changes in class hour or semester at sub-honours, or at Honours for compulsory modules (Timetabling Officer will automatically be notified)

(2) Amendments to the following will be sent to Registry (Curriculum Co-ordinator) and Publications

- Module title
- Module code, not affecting module level (can be submitted as a module amendment)
- Changes in class hour or semester at Honours for optional modules, where these are already published (Schools must also check with Joint Honours subjects and consult the Timetabling Officer prior to submitting the proposed amendment)
- Exam duration (the Examinations Officer will be automatically notified)
- Minor changes in content and structure (minor changes in module descriptor, content and structure, grammatical or typographical amendments)
- Module Co-ordinator
- Minor changes to module assessment that do not alter the balance between Continuous Assessment and Written Exam

(3) Amendments to the following will be sent to Registry (Curriculum Co-ordinator)

- Funding allocations
- Changes from traditional exam to take-home exam, or vice versa (the Examinations Officer will be automatically notified). Plans to alter assessment on multiple modules require prior discussion with the relevant Pro Dean
- Changes in the staff contributing to the module other than module co-ordinator
- Changes in reading lists (the Library will be automatically be notified)
- Changes in IT requirements