Amendment Proposal Form

This form should be used to propose amendments to existing courses and modules

(including revised structures); amendments to course titles; new modules; and new pathways to existing courses. Please see the [Course Amendment Process](https://www.staffs.ac.uk/assets/Course%20Amendment%20Procedure_tcm44-94193.pdf) for more detail.

Proposal Reference No:

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| --- | --- | --- | --- |
| School: |  | Department: |  |
| Proposer: |  | Proposer’s Role: |  |

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| --- | --- | --- |
|  |  | Date of Approval |
| Has the Head of Department approved the proposal? |  Yes / No |  |
| Has the External Examiner approved the proposal? |  Yes / No / N/A |  |

1. Type of proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Proposal | Tick | Level | Course/Module Titles | Delivery Site and Partner (if applicable) | Please Attach: |
| New Course set up | [ ]  |  |  |  | [CPS](https://iris.staffs.ac.uk/Interact/Pages/Content/Document.aspx?id=7890) and Programme Spec |
| New Module |[ ]   |  |  | New Module Descriptor (and existing one if being replaced) |
| External Examiner needed? (New module/course code only). |[ ]  Name of External Examiner:  |
| Amendment to Module |[ ]   |  |  | Module Descriptor with tracked changes  |
| Courses affected by change: | Code: | Title: |
| Amendment to Course(s)/ Structure |[ ]   |  |  | Module Descriptors and Prog Spec (with tracked changes) |
| Amendment to Course Title |[ ]   |  |  | Prog Spec (with tracked change) |
| New pathway added to existing Course |[ ]   |  |  | Prog Spec with tracked changes and all relevant Module Descriptors |
| New Course / pathway start and end dates: | Start date: | End date:  |

2. Rationale and Description of the proposal

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| Proposed date of implementation (Academic year / month of entry): |
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| If the proposal has missed the January deadline, please add further information to support rationale for the change (such as PSRB, NSS etc.): | If the proposal is retrospective, please give further information as to why:  |
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| Will the proposal affect UniStats? QO to complete. |
| Yes / No  |

3. Partnerships (only complete if required)

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| --- | --- |
| Will the proposal affect a collaborative academic partner? | If yes please give name of partner/s: |
| Yes / No |  |
| Have the following been consulted / informed of the changes?  | Yes / No / Not applicable | Please give details on your response: |
| Partner institution(s)  |  |  |
| Academic Link Tutor |  |  |
| SRAP (for collaborative) |  |  |

4. Apprenticeships (only complete if required)

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| Have the following been consulted / informed of the changes? | Yes / No / Not applicable | Please give details on your response: |
| Apprenticeships Team  |  |  |
| Employer consultation |  |  |

**Please note:** if the course is an apprenticeship, it is essential that evidence of apprenticeships team and employer consultation is provided. If you have noted ‘no’ or ‘n/a’ please give a rationale as to why.

Please append correspondence / feedback from the employer to this form.

5. Consultation

|  |  |  |
| --- | --- | --- |
| Have the following been consulted? | Yes / No / Not applicable | If yes please give details |
| Course Team |  |  |
| Students\* (form is at this [link](https://www.staffs.ac.uk/about/corporate-information/quality/docs/word/student-consultation-form.docx)) |  |  |
| External Examiners\* (form is at this [link](https://www.staffs.ac.uk/about/corporate-information/quality/docs/word/ee-consultation-form.docx)) |  |  |
| Professional Body |  |  |
| Employers |  |  |

**\*** Please append correspondence

6. Learning Resources

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| Details of any additional resources required to support this proposal (staff, books, equipment etc). Please note ‘n/a’ if not applicable. |
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| **Accumulation of change:**Below are links to previous changes that affect this provision. This accumulation of change should be considered by SAC members at the time of approval. |
|  |

For Office Use:

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| **Outcome** |
| Date of SAC consideration: |  |
| Proposal (list separately if more than one on the form) |  Decision of SAC |
| Accept | Reject (with reason) |
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| **Actions**  | **Required?** | **Please inform once action completed:** |
| New course set up |  | AQS |
| Change to /addition of CBO |  | Proposer, Admissions; Web; Academic Quality, SRAP (if collaborative) |
| Addition of MCR |  | Proposer, School ADR, Admissions, Web, Academic Quality; SRAP (if collaborative) |
| Change to existing module |  | Module Leader, Course Admin, Academic Quality; SRAP (if collaborative) |
| New module set up |  | Course Leader, Course Admin, Blackboard Access, Timetabling, Academic Quality; SRAP (if collaborative) |
| Addition of MAV(s) |  | Module Leader, Blackboard Access; SRAP (if collaborative) |
| Change to course diet |  | Proposer, Course Admin, Academic Quality; SRAP (if collaborative) |