# UR Device Outlineminor Programme Amendments

Centre for Quality Support and Development

Unit name goes here

Form C: School Boards for Teaching and Learning minor programme amendment form

This form should be used within schools for minor programme amendments/module changes. Examples of activities covered by this form (and when it should be used) can be found in paragraphs 7 and 11 of the University’s Programme Lifecycle Policy. The form should be completed in accordance with that policy, the supplied guidance notes and in collaboration with the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer (HBS).

Please use this form:

* to request approval for the creation of new modules;
* to guide the annual process where Schools approve modules running in the following academic year;

Note: a form B will be needed for the following changes to:

* progression requirements
* programme aims
* admissions requirements (including IELTS)
* the compulsory modules for a programme
* programme structure

## Section 1: Proposal

|  |
| --- |
| Proposer Details |
| Name |  |
| Email |  |
| Telephone |  |

## Section 2: Introduction of a new module

**Please ensure module description forms are attached to the document**

|  |
| --- |
|  |
| 1.Name and proposed code of new module: |  |
| 2. Will there be pre/co/non requisites? |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| If yes please ensure details are in the module descriptor(s) attached. |
| 3. Module to be introduced from: |  |
| 4. Expected number of students, will there be a cap on numbers? |  |
| 5. Indicate whether the module will be offered to other Schools and/or as a University-wide module |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| If yes give details: |
| 6. Will the module be available to programmes delivered in UoRM? |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| If yes give details: |
| 7. Does the change have an impact on accreditation requirements? |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| If yes give details:  |
| 8. Rationale for the introduction of the module |  |

## Section 3: Request to take an existing module out of use

|  |
| --- |
|  |
| 9.Name and code of module  |  |
| 10. Date effective from: |  |
| 11. Does the proposal affect students already enrolled on the module? |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| If yes give details: |
| 12. Is the module compulsory on **ANY** programme? |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| **If yes fill out either 13i or 13ii** |
| 13i. For owned programmesDetails: | Has a Programme Amendment Form B been submitted?*(Please note any major amendments e.g. changes to compulsory modules must be completed on a form B and submitted to Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer (HBS))* |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

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|  |
| 13ii. For non-owned programmes | Has the owning School has been consulted on the change? |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| 14. Does the change have an impact on accreditation requirements? |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| If yes give details:  |
| 15. Is the module offered in programmes delivered at UoRM? |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| If yes give details: |
| 16. Is the module currently included in the list of University-wide module availability (MODOUT)? |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| 17. Rationale for the removal of the module |  |

## Section 4: Request to reintroduce an existing module which is currently out of use

|  |
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|  |
| 18.Name and code of module  |  |
| 19. Date effective from: |  |
| 20. Rationale for the reintroduction of the module |  |

## Section 5: Changes to FPI/ Programme Handbook

|  |
| --- |
|  |
| 21.Programme(s) name and code |  |
| 22. Provide details of change requested (attach as a separate document if necessary) |  |
| 23. Change effective from: |  |

## Section 6: School Board for Teaching and Learning (SBTL) approval

|  |
| --- |
| School Board for Teaching and LEarning  |
| Decision | [ ]  Approved | [ ]  Approved with conditions | [ ]  Returned to School | [ ]  Rejected |
| Please give details: |
| Name of SDTL  |  | Date |  |
| Signature of SDTL |  |

## SDTL to forward to:cqsdmodulepublishing@reading.ac.uk

## Please note that once approved, changes to the availability of modules and changes to the module descriptions can be made by the module convenor through the RISIS WebPortal before the deadline published in the programme management timeline.