**Module Amendment Request**

**Section 1: module and proposal details**

|  |  |
| --- | --- |
| Proposing School/Partner |  |
| When is the change proposed to take effect? | state term/semester and academic year |
| Proposal submitted by: |  |

|  |  |
| --- | --- |
| Module code | Module title |
|  |  |

|  |
| --- |
| Programme(s) to which the module(s) will contribute (including joint honours pairings, if applicable) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of proposal - tick all that apply[[1]](#footnote-1): | | | |
| Minor Modification - Considered by SQP[[2]](#footnote-2) | | Major Modification - Considered by PASP email voting[[3]](#footnote-3) | |
| Indicative content |  | Title change |  |
| Balance of learning and teaching hours |  | Assessment weighting |  |
| Number of teaching weeks |  | Type(s) of assessment / assessment description |  |
| Change to the semester of delivery |  | Regulations e.g. qualified fail status; 3rd attempts |  |
| Module rationale |  | Learning Outcomes |  |
| Change to the word count for written assessments |  |  |  |

* *If the proposed changes have a mix of minor SQP and minor PASP modifications consideration will follow the process for minor PASP modifications*

*Please use the Programme Amendment Form for new module proposals*

**Rationale for and Description of the proposed change:**

**Section 2: impact on the programme learning outcomes and/or assessment**

***Programme learning outcomes:***

|  |  |
| --- | --- |
| Following the amendment, will the module still meet the same programme learning outcomes? | yes/no |
| If no, state how the programme learning outcomes will be met i.e. via other modules (provide detail). | |
|  | |

***Assessment:****complete this section if a change has been made to the assessment of an existing module.*

*Please comment on how the new assessment affects the overall range and timing of assessment in the programme(s).*

**Section 3: consultation and endorsement**

***External examiner:*** *all amendments to modules considered by PASP require endorsement from the external examiner prior to School endorsement. Provide the external examiner’s comments and, where appropriate, the School’s response, detailing how the comments have informed the final proposal.*

External examiner(s)

Name:

Comments:

Endorsement date:

Response:

***Professional body/ies:*** *where applicable, comment on how you have consulted with and received endorsement from the professional body and/or partner institution.*

PSRB

Comments:

Response:

**Partner Organisation(s)**:

|  |  |
| --- | --- |
| Is the programme also delivered by a franchise partner(s)? | Yes / No |
| If yes, have they been made consulted? | Yes / No |
| Comments and response |  |

***Students:***

* *Students must be consulted on amendments to compulsory/non-compensatable modules*
* *Students must be consulted on amendments to option/compensatable module that they are currently studying or have chosen for the following year.*
* *Amendments to Level 4 modules that are proposed before students have arrived at the University do not require student consultation*
* *Amendments to option/compensatable modules that are proposed before students have been asked the make choices do not require student consultation. Changes to these modules can be notified to students.*

Students

Please confirm that current students have been consulted (if applicable - see above).

|  |  |
| --- | --- |
| Method of consultation: |  |
| Outcome: |  |

***Associate Head(s):*** *provide signatures of all Associate Heads for the programmes to which the module contributes, including for each half of any joint honours pairing. The signatures provided here should cover all the programmes listed at the end of section one.*

Associate Head(s)

|  |  |  |
| --- | --- | --- |
| Programme title | Associate Heads(s) signature(s) | Sign off date |
|  |  |  |
|  |  |  |

**Section 4: School endorsement**

*Evidence must be provided of discussion at and approval by the School Quality Panel including confirmation of consideration of any resource implications.*

Chair of SQP sign-off signature:

Sign off date:

**Following School endorsement, please submit this form together with module specification with amendments shown via tracked changes. SQP approved amendments must be submitted with the relevant approval minute**

**Provide the section of the programme specification that has been amended, if applicable.**

**Return by email to** [**quality@yorksj.ac.uk**](mailto:quality@yorksj.ac.uk)

**DEADLINES:**

**For amendments to modules being delivered in Semester 1 and year-long modules**

* Amendment proposals must be submitted to PASP by the ***final Friday in May****,* prior to delivery in the following September.

**For amendments to modules being delivered in Semester 2 and Semester 3**

* Amendment proposals must be submitted to PASP by the ***final Friday in November*,** prior to the delivery in the following January.

1. Please refer to the Programme Amendment Request form for additional amendment proposals [↑](#footnote-ref-1)
2. SQP approvals do not require external examiner endorsement. **SQP approvals must be reported to Registry**. [↑](#footnote-ref-2)
3. With the option for PASP to refer the proposal to a full meeting [↑](#footnote-ref-3)