# 1. Factual information

|  |  |
| --- | --- |
| Programme title |  |
| Type of amendment\* | Choose an item. |
| Year of programme affected |  |
| Proposed implementation date |  |
| Date of approval by Programme Committee (for major changes) |  |
| Date to be considered by Academic Standards and Quality Board (for major changes) |  |
| Date at which programme handbook and overall specification will be updated |  |

\*Minor changes to programmes and modules may be approved by the Chair of the Programme Committee and notified to the Registry on this form. ASQB has delegated authority to approve major changes to programmes and modules proposed before the start of the academic year in which they will be implemented. Changes proposed for implementation in the same academic year are subject to approval by Academic Board. Full details of the approval process are outlined in chapter C of the Academic Quality Handbook.

# 2. Rationale for proposed amendment (including from where the proposal derived e.g. student feedback, programme committee, staff discussion, external examiners)

# 3. Summary of specific changes

|  |  |
| --- | --- |
| **Before Amendment** | **After Amendment** |
|  |  |

# 4. Confirmation of Resources

Where a programme amendment has resource implications, confirmation should be provided that this has been fully costed and signed-off by the relevant budget holder.

# 5. Additional documentation:

For changes to module specifications, please attach a copy of the current specification with changes marked. If the change impacts on the programme specification, an annotated copy should also be attached.

For changes to programme specifications, please attach a copy of the current specification to changes marked.