# Programme and Module Amendment Form

# Minor amendments to programmes and modules may be approved by the Chair of the Programme Committee and notified to the Registry on this form (sent to [J.Morgan@trinitylaban.ac.uk](mailto:J.Morgan@trinitylaban.ac.uk)).

# Major amendments proposed before the start of the academic year in which they will be implemented are approved by ASQB.

# Major and minor amendments 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 D of the Academic Quality Handbook.

# Information

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| Programme title |  |
| Module title(s) (if applicable) |  |
| Name and title of person proposing the amendment |  |
| Type of amendment | Choose an item. |
| Additional types of amendment  *List here all the types of amendment if more than one.* |  |
| Year of programme affected |  |
| Proposed implementation date |  |
| Does the amendment affect students currently on the programme or module, or current offer-holders to the programme? | Yes  No  If yes, confirm whether the affected students and/or the offer-holders have been consulted (append the communication to students) on the proposed amendment and whether they have all agreed to the amendment: |
| Date of approval by Programme Committee (for major changes) |  |
| Date to be considered by Academic Standards and Quality Board (for major changes) |  |
| Confirm whether the change will affect any collaborative partnerships | Yes  No  If yes, which? |
|  |  |
| Confirm that the annotated, updated Programme and/or Module Specification has been appended | Yes  No |
| Confirm that the student consultation has been appended (if applicable) | Yes  No |
| Confirm that the External Examiner comments have been appended (for major changes) | Yes  No  N/A |

# Rationale for proposed amendment (including where the proposal derived from e.g. student feedback, external changes or developments, staff discussion, external examiners)

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# Summary of proposed amendments

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| **Before Amendment** | **After Amendment** |
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# Review of implications

Reflect on any implications of the proposed amendment(s) to

* the coherence and learning outcomes of the whole programme;
* the balance of teaching and assessment methods on the whole programme; and
* learning and/or staff resources (see also section 6).

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# External Review

For major amendments, confirm whether the External Examiner has been consulted on the amendment and summarise their comments here. Append the e-mail from the External Examiner.

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# 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. Append the e-mail from the budget-holder.

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