# EAP 4 - Modifications to an existing Programme of Learning Form.

Refer to Quality Manual Chapter 2 and Procedure QA003 for information on completion of this form. Modifications: Complete sections 1, 2, 3, 4, 5, 6, 7 and 9, mark others not applicable.

Minor changes: Complete sections 1, 2, 3 ,4, 5, 8 & 9, mark others not applicable.

# Section 1: Programme Information

Programme code (as listed on academic module manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme title (as listed on academic module manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Link to programme in academic module manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Delivery Modes:

Full-Time: [ ]  Part-Time: [ ]  Online/Blended: [ ]  Other (Please Specify):

Proposed Delivery Modes:

Full-Time: [ ]  Part-Time: [ ]  Online/Blended: [ ]  Other (Please Specify):

Department delivering the programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 2 Contact Information

Names and contact numbers of a minimum of 2 members of the programme team:

|  |  |
| --- | --- |
| **Name (starting with the change author)** | **Office Contact Number**  |
|  |  |
|  |  |
|  |  |

# Section 3 Modification Summary and Justification

Provide a short summary of the proposed change(s) and a rationale to justify the change:

**Section 4 Module Information**

For each module you are altering/replacing, indicate the existing module code and new module code in the table below. Insert a link to each module code to the relevant module descriptor in AMM (expand table below as required):

|  |  |
| --- | --- |
| **Existing Module Code**  | **Proposed Module Code** |
|  |  |
|  |  |

# Section 5 Module Mapping

For each new/altered module, please indicate the mapping between the module and the programme learning outcomes by mapping the appropriate module learning outcome(s) against the relevant programme learning outcome(s) (expand table below as required):

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module Code** | **HKB** | **HKK** | **HKR** | **HKS** | **HCC** | **HCR** | **HCL** | **HCI** |
|  |  |  |  |  |  |  |  |  |
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**Section 6 Programme Schedule(s)**

List the proposed course schedule for all stages of the proposed programme (Highlight the new/altered modules in red):

# Section 7 Approval of Modifications:

Attach the minutes from the programme board(s) pertinent to these changes showing agreement for the change.

Date on which the revised programme is to commence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date on which the programme board(s) approved these changes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Expand table below as required)

|  |  |  |
| --- | --- | --- |
| Pre-approval | Print Name | Signature and Date |
| Head of Department\* |  |  |
| Chair, Planning and Coordination Committee |  |  |

\* Revised Modules approved in AMM and moved to AS status

Outcome (Tick one): Change Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Change Not Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_

Conditions (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 8 Approval of Minor Changes

Attach the minutes from the programme board(s) pertinent to these changes showing agreement for the change.

|  |  |  |
| --- | --- | --- |
| Approvers | Print Name | Signature and Date |
| Head of Department\* |  |  |
| VP Academic Affairs and registrar |  |  |

\* Revised Modules approved in AMM and moved to AS status

# Section 9 Processing of Change:

|  |  |  |
| --- | --- | --- |
| Tick when complete | AMM updated \_\_\_\_\_\_\_\_\_ | Banner Updated \_\_\_\_\_\_\_\_\_\_ |
| Registration Secretary | Print Name | Signature and Date |

End of Form