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| **Category 1 Module Amendments** | **Category 2 Minor Course Amendments** | **Category 3 Significant Course Amendments** | |
| **Category 3a** | **Category 3b** |
| Changing the title or code of a module (award map must also be amended) | \*The addition of up to 60 credits of new or shared optional modules of a course overall (based on a 360 credit UG award and no more than 20% of any cours**e*) provided these do not result in the introduction of a new named short award*** or no more than two revisions to the course as detailed below | \*The addition of up to 90 credits of new or shared optional modules (affecting no more than 50% of any one level of the course, and no more than 25% of a course in total and not resulting in a new named award) | The addition of, or changes to, more than 90 credits of a course (affecting more than 50% of any one level of the course, or more than 25% of a course in total) or higher risk changes |
| Modifying the learning outcomes of a module affecting no more than 60 credits of the overall course (based on a 360 credit UG award and no more than 20% of any course) | Addition of part-time mode of attendance | \*A combination of changes covered by the Minor Course Amendments Category 2 | \*A change to the mode of delivery of a course, e.g. changes from part-time to full-time, and/or the length of a course.  \*The introduction of a highly blended, online or distance learning pathway  \*Introduction of a new pathway, changes to pathway offers of *single, major, joint, minor* |
| \*Changing summative assessment items for a module affecting no more than 60 credits of the overall award (based on a 360 credit UG course and no more than 20% of any course) | \*Changing the assessment balance of the course, including additions or deletions of examinations | \*The addition to a multi-pathway programme of a new named (short) award of up to 60 credits using either new or shared modules | \*A change to the title of a course and/or associated award |
| \*Changing whether compensation is permitted between assessments within a module | \*Changing one optional module (up to 30 credits) from campus based to wholly online or highly blended  \*Changing one optional module in each academic year (up to 90 credits) from campus based to wholly online or highly blended | \*Changes to entry requirements | \*A change of course location to another campus or partner college (different from the approval of new delivery venues for existing provision via CAP Form 8 [New Venue](https://www2.worc.ac.uk/aqu/documents/CAPForm8NewVenue.docx))  \*The introduction or variation to approved off-site or multi-site delivery arrangements |
| Changes to pre-requisites which do not affect the overall rationale for progression (award map must also be amended) | \*Changes to pathway requirements | \*Adding or removing a mandatory module, regardless of the size of the module  \*Changing status of module from optional to mandatory | Changes to the methodology of assessment of the programme such that the overall learning outcomes of the programme are fundamentally different |
| Changes to the teaching and learning hours for a module | \*Changing the level of an optional module within a course | \*Changes to more than 90 credits optional modules of a course (affecting more than 50% of any one level of the course, or more than 25% of a course in total) from campus based to wholly online or highly blended | \*Change to the accreditation of a course |
|  | The addition of one new shared module as an option, approved by another course (award map must also be amended) | \*Changing up to two mandatory module (up to 30 credits) from campus based to wholly online or highly blended | \*A change in balance of course delivery between the University and a collaborative partner which affects 25% or more of the modules on a course |
| \*Change to any compulsory professional requirements needed to pass the module | \*Minor module amendments which are proposed to more than 60 credits of a course overall and up to 90 credits in total (based on a 360 credit UG award and no more than 25% of any course) |  | \*Changes to 90 credits or more mandatory modules of a course (or affecting more than 50% of any one level of the course, or more than 25% of a course in total) from campus based to wholly online or highly blended |
| **Category 1 – action required** | **Category 2 – action required** | **Category 3a – action required** | **Category 3b – action required** |
| CTMC Form 1 - [Amendments to Approved Modules (AAM)](https://www2.worc.ac.uk/aqu/documents/CTMCForm1AmendmentsToApprovedModules.docx) completed by ML, signed off by CL and sent to School/Institute Quality Administrator **including confirmation that students have been consulted**  Original and revised module specification, award map and programme specification, where applicable, must be attached with changes highlighted.  \*External Examiner to be informed of the proposed changes. External examiner may provide comments by correspondence   * Approved by College Course & Module Amendments Sub-Committee (CMAS) * Recorded by School/Institute Quality Administrator | CTMC Form 2 - [Amendments to Approved Courses (AAC)](https://www2.worc.ac.uk/aqu/documents/CTMCForm2AmendmentsToApprovedCourses.docx) completed by CL, signed off by HoD and sent to School/Institute Quality Administrator **including confirmation that students have been consulted.**  Original and revised module specification, award map and programme specification, where applicable, must be attached with changes highlighted  \*External Examiner to be informed of the proposed changes. External examiner must provide comments by correspondence   * Approved by College Course & Module Amendments Sub-Committee (CMAS) * Recorded by School/Institute Quality Administrator | CTMC Form 2 - [Amendments to Approved Courses (AAC)](https://www2.worc.ac.uk/aqu/documents/CTMCForm2AmendmentsToApprovedCourses.docx) completed by CL, signed off by HoD & HoS and sent to School/Institute Quality Administrator **including confirmation that students have been consulted**  Original and revised module specification, award map and programme specification, where applicable, must be attached with changes highlighted  \*External Examiner to be informed of the proposed changes. External examiner must provide comments by correspondence   * Approved by College Course & Module Amendments Sub-Committee (CMAS) * Recorded by School/Institute Quality Administrator | Discuss with AQU and College Director **at earliest possible opportunity to** establish appropriate mechanisms of change  \*The above will require the agreement of the APPG (Academic Planning and Portfolio Group)  Course re-approval would usually be required, including independent external advice and meeting |

Refer to [Course Planning and Approval/Re-approval Process](https://www2.worc.ac.uk/aqu/777.htm) (paragraphs 76-90)