**ULSTER UNIVERSITY**

**REVISIONS TO COURSE DURING ITS PERIOD OF APPROVAL (COLLABORATIVE PROVISION)**

(Please attach supporting documentation as appropriate) **Form CA3**

1. **PLEASE INDICATE WHICH OF THE FOLLOWING ARE BEING REVISED:**

|  |  |
| --- | --- |
| COURSE(S) | YES/NO |
| MODULE(S) | YES/NO |
| REGULATIONS | YES/NO |
| OTHER | YES/NO |

1. **COURSE DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE TITLE | COURSE CODE | FT/PT | LOCATION |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **FACULTY DETAILS:**

|  |  |
| --- | --- |
| SPONSORING FACULTY: |  |
| *Sponsoring School:* |  |
| ASSOCIATED FACULTY OR FACULTIES: |  |

1. **COURSE CONTACT:**

|  |  |
| --- | --- |
| COURSE/SUBJECT DIRECTOR |  |

1. **PROVIDE AN OUTLINE OF PROPOSED REVISIONS**

|  |
| --- |
| * 1. **COURSE** |
| (May refer to: Title, Location, Mode, Structure Changes, Learning Outcomes, PSRB Related, or Student Assessment Schedule) |
| **5.2 MODULE CHANGES** |
| (May refer to: Title, Location, Semester, Credit Points, Learning Outcomes, L&T Methods/Hours, Content, Assessment, Reading list, or the Introduction/Removal of a Module) |
| **5.3 COURSE REGULATIONS** |
|  |
| **5.4 OTHER** |
|  |

1. **RATIONALE FOR CHANGES**

|  |
| --- |
| (Include student number projections for new location or mode. If module departs from the norms of the curriculum design principles, explain.) |

**7 RESOURCE IMPLICATIONS**

|  |
| --- |
| (Please specify any additional resource requirements: staffing, equipment, specialist accommodation, computing, library. These should be met through the Faculty/Institution and discussed with the relevant central department as appropriate.) |

**8 PROPOSED DATE OF IMPLEMENTATION:**

|  |  |
| --- | --- |
| ACADEMIC YEAR | COURSE YEAR GROUPS |
| 20 …/20 |  |

**9 PLEASE PROVIDE EVIDENCE THAT SUPPORT OF THE EXTERNAL EXAMINER(S) HAS BEEN OBTAINED.**

|  |
| --- |
|  |

**10 HAS THE PROFESSIONAL, STATUTORY AND REGULATORY BODY BEEN CONSULTED?**

|  |  |
| --- | --- |
| YES |  |
| NO |  |
| NOT APPLICABLE |  |

**11 STUDENT CONSULTATION**

Please Note: Faculties should ensure that all current students are informed of the changes which affect them, and that published information for current and prospective students is updated.

To ensure compliance with consumer protection legislation, certain substantive changes e.g., course title or assessment regulation, require the consent in full of each year group which will be affected. Other changes should be discussed with students. Consideration must also be given to course content changes which may be deemed as unfair.

**11. 1 FORM OF CONSULTATION**:

Please indicate, as applicable:

|  |  |
| --- | --- |
| Staff-student Consultative Committee |  |
| Student Representatives |  |
| Student Focus Group |  |
| Email |  |
| Other (please specify): | |
| Explain if no consultation: | |

**11.2 EVIDENCE OF CONSULTATION**

|  |
| --- |
| Please provide evidence of how current students have been consulted about the proposed change(s) and the outcome. |

**12 IF THE REVISION WILL AFFECT ANOTHER COURSE, HAS IT BEEN DISCUSSED WITH THE COURSE/SUBJECT DIRECTOR?**

|  |  |
| --- | --- |
| YES |  |
| NO |  |
| NOT APPLICABLE |  |

**13 IF IT WILL AFFECT A LINKED EXTERNAL COURSE, HAS THE FACULTY**

**PARTNERSHIP MANAGER BEEN ADVISED?**

|  |  |
| --- | --- |
| YES |  |
| NO |  |
| NOT APPLICABLE |  |

**14 INFORMATION FOR STUDENTS ATTACHED:**

|  |  |
| --- | --- |
| Online prospectus entry | YES/NO |
| Course Leaflet | YES/NO |
| Course Handbook | YES/NO |
| Module Information | YES/NO |
| Other: | |

Please ensure that the (online) prospectus entry, course leaflet, programme specification, course/subject handbook, and module information are updated following approval.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Course/ Subject Director | | | |
| Signed: |  | Date: |  |
| (Associate) Head of School (if required) | | | |
| Signed: |  | Date: |  |
| Faculty Partnership Manager (if applicable) | | | |
| Signed: |  | Date: |  |
| (Associate) Dean | | | |

**This CA3 form and updated course(s)/module(s) and any supporting documentation should be submitted in good time prior to the proposed implementation of the revisions, in accordance with University published deadlines.**

*Centre for Curriculum Enhancement*

*and Approval*

*November 2023*