**ULSTER UNIVERSITY**

**REVISIONS TO COURSE OR SUBJECT STRAND DURING ITS PERIOD OF APPROVAL**

**COURSE TITLE(S):**            **COURSE CODE (S):**

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

COURSE(S) YES/NO (delete as appropriate)

MODULE(S) YES/NO

REGULATIONS YES/NO

OTHER YES/NO

**PROVIDE AN OUTLINE OF PROPOSED REVISIONS:**

* 1. **COURSE**

(May refer to: Title, Location, Mode, Structure Changes, Learning Outcomes, PSRB Related, Or Student Load Distribution)

Student load form to be attached if change to School’s contribution to a module.

**1.2** **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)

**1.3 COURSE REGULATIONS**

**2 RATIONALE FOR CHANGES**

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

**3** **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.*

*If a revision includes a proposal to deliver a programme or a part of a programme in an online capacity or to change the content and structure of an online module, the Faculty must engage with the Centre for Digital Learning Enhancement and the CA3 form must be accompanied by a completed Digital Learning Resource Agreement. The form can be downloaded from* [*DLRA.*](https://ulster.sharepoint.com/:w:/r/sites/ODL/_layouts/15/Doc.aspx?sourcedoc=%7BF0FD5D99-B52B-46AD-8E97-69DADBFE4469%7D&file=DLRA.docx&action=default&mobileredirect=true)

**4 PROPOSED DATE OF IMPLEMENTATION:**

**ACADEMIC YEAR:** **/**

**COURSE YEAR GROUPS:**

(Please ensure that you have identified the correct ‘Effective From’ date on the Summary screen on the CMS.)

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

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

**YES** **NO** **NOT APPLICABLE**

**7 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. Consideration must also be given to course content changes which may be deemed as unfair.)

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

(Form of consultation)

**Staff-student consultative committee**  **Student representatives**

**Student focus group**  **Email**  **Other** (pleasespecify)

(Explain if no consultation)

1. **IF THE REVISION WILL AFFECT ANOTHER COURSE, HAS IT BEEN DISCUSSED WITH THE COURSE/SUBJECT DIRECTOR? YES** **NO** **NOT APPLICABLE**

**IF IT WILL AFFECT A LINKED EXTERNAL COURSE, HAS THE FACULTY PARTNERSHIP MANAGER BEEN ADVISED? YES** **NO** **NOT APPLICABLE**

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

**If a module is proposed to be part of the Certificate of Personal and Professional Development framework or the Postgraduate Certificate of Professional Development framework, it and this CA3 form should be sent to Philip Turbitt, Centre for Apprenticeships Skills & Flexible Education, through the CMS approval process.**

Centre for Curriculum Enhancement and Approval

November 2023