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### UCL STUDENT REGISTRY SERVICES

**MODULE AMENDMENT FORM (MAF)**

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| This Module Amendment Form (MAF) should be used to obtain UCL approval for the amendment of an undergraduate or postgraduate module.  This form should be submitted, having received Departmental approval**,** Faculty approval and, for Major amendments, External Scrutineer approval.  This must be evidenced with the appropriate signatures.  Please refer to Section 5, Chapter 7 Part B of the UCL Academic Manual for further information and guidance on module amendment.  **All module amendments to be implemented for the 2025-26 academic session must be submitted to Student Operations by 30th November 2024.**  **Any module amendments submitted from 1st December 2024 to 30th November 2025 will take effect from 2026-27.**  This form should be submitted in electronic format via the Programme and Module Hub on your Student Records and Faculty MS Team. |

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| **Amendment classification:**  *Please select category for this module amendment.* | |
| **Major Amendment** | **Minor Amendment** |
| **Changes to the credit value of the module**  **Changes which affect one third or more of the intended learning outcomes**  **Every third minor amendment following the last major amendment**  **Any amendment that triggers a programme amendment** | **Changes which affect under one third of the intended learning outcomes**  **Balance of learning activities**  **Change of module title**  **Change of teaching department**  **Introduction of an alternative mode of delivery,** *e.g. different FHEQ or different assessment pattern for affiliate students*  **Other changes at the discretion of the Faculty Tutor** |
| **Other:** *Please specify* | **Other:** *Please specify* |
| **Date of submission:** |  |
| **Effective from:** | **Submitted by 30th November 2024**  *The proposed amendment will take effect from 2025-26.*  **Submitted from 1st December 2024**  **to 30th November 2025**  *The proposed amendment will take effect from 2026-27.* |

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| **1** | **Module Title**  *If the proposal is to amend the module title, please enter the existing title.* | |  | | |
| **2** | **Module Code** | |  | | |
| **3** | **Module Credits** | | Choose an item. | | |
| **4** | **Module Delivery (MAV)** | | | | |
| **Student type**  *Including applicable study mode and mark scheme* | | A Campus-based, numeric mark scheme  B Campus-based, non-numeric mark scheme  C Distance learner, numeric mark scheme  D Distance learner, non-numeric mark scheme | | |
| **FHEQ Level** | | Level 4  Level 5  Level 6  Level 7 / Integrated Masters  Level 7 / Taught Postgraduate  Level 7 / Postgraduate Research  Level 8 (Doctoral) | | |
| **Programme Level** | | U / Undergraduate Masters  P / Postgraduate Masters | | |
| **5** | **Module Leader**  *All members of UCL staff have a UPI code (Unique Person Identifier). These codes are listed in the staff directory on the UCL intranet.* | | **Name:**  **UPI:**  **Email:**  **Departmental email:** | | |
| **6** | **Parent Department/Division/**  **Institute Portico code**  *Please select from drop down* | | Choose an item. | | |
| **Parent Department/Division/**  **Institute name** | |  | | |
| **7** | **Parent Faculty**  *Please select from drop down* | | Choose an item. | | |
| **8** | **Rationale for proposed module amendment** | | | | |
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| **9** | **Details of the proposed module amendment**  *Please provide details of the current position and proposed amendment.*  *If a different FHEQ level is being proposed, please ensure that the Module description, aims and intended learning outcomes of the module are amended accordingly. The formative and summative assessment will also need to reflect the level of delivery.* | | | | |
| ***Current*** | | | **Proposed** | |
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| **10** | **If proposing a new module delivery please confirm the FHEQ Level, Teaching Period and Exam Board if different.** *(If this delivery requires a different assessment pattern, you will be able to provide details of this on the ‘Assessment Change spreadsheet for 2024/25’ which will be made available to you by Student Records/SLT, Student Operations. You will be informed when the sheet is available.* | | | | |
| **FHEQ Level:** | | | Choose an item. | |
| **Teaching Period:** | | | Choose an item. | |
| **Exam Board Code** | | |  | |
| **11** | **Is the summative assessment on the module still included in the Late Summer Assessment (LSA) period?** | | | **Yes**     **No**  *If No, please provide further detail on:*   1. *which summative assessment(s) cannot be included;* 2. *the reason(s) why this is the case;* 3. *the proposed type and timing of the reassessment.* | |
| **12** | **Does this module contribute to any programme that involves an external Academic Partnership?** | | | **Yes**   **No**  *If Yes, please attach evidence indicating that the Academic Partner supports the amendment and that any reallocation of resources has been agreed and a revised Memorandum of Agreement, if required, has been drawn up and approved by UCL’s Academic Partnerships Panel (APP).* | |
| **13** | **Does this module contribute to any programme that is accredited by a Professional, Statutory or Regulatory Body (PSRB)?** | | | **Yes**   **No**  *If Yes, please attach evidence indicating that the PSRB has been informed and, where required, supports the amendment.* | |
| **14** | **Does the proposed amendment now include any placement, internship or work-based learning element?** | | | **Yes**   **No**  ***I****f Yes, for Placements, please refer to the UCL Placements Pack, in Chapter 8 of the UCL Academic Manual for further advice and guidance.* | |
| **15** | **Does the proposed amendment now include any fieldwork element?** | | | **Yes**   **No**  ***I****f Yes, please refer to the Safety Services webpage:* [*https://www.ucl.ac.uk/safety-services/a-z/off-site-working*](https://www.ucl.ac.uk/safety-services/a-z/off-site-working) *for further advice and guidance.* | |
| **16** | **Does the proposed amendment lead to any additional costs to students?** | | | **Yes  No**  *If Yes, please provide further details and ensure that these details are reflected in any relevant Programme Summary:* | |
| **17** | **Does the proposed amendment have any implications for UKVI / Student Visas?** | | | **Yes  No**  *If Yes, please provide further details and evidence that the UCL Compliance team has been consulted.* | |
| **18** | **Approvals** | | | | |
| **Head of Department** | **Faculty Approval** | | | **Evidence of External Scrutiny** *(Major amendments only)* |
| **Name:** *(Please print)*  **Signature:**  **Date:** | **Name:** *(Please print)*  **Signature:**  **Date:** | | | **Name:**  *(Please print)*  **Signature:**  **Date:**  *Please append the External Scrutineer’s report and/or email commenting on the module.* |