

**New City College  
Higher Education Committee  
Change of Optional Unit(s) Form (HE Programmes)**

*Please submit this form to the next meeting of the relevant Higher Education Committee.*

<b>Curriculum/ Department</b>	
<b>Programme Title</b>	
<b>Title(s) of existing optional units to be replaced</b>	
<b>Title(s) of new optional units to be introduced</b>	
<b>Date</b>	
<b>Supporting information attached:</b> <i>Updated <u>programme specification, unit sequencing and rationale</u> (if not already included in the programme specification), Pearson unit specifications for existing and proposed new optional units.</i>	Programme specification <input type="checkbox"/> Unit sequencing and rationale <input type="checkbox"/> Pearson unit specifications <input type="checkbox"/>

**RATIONALE FOR THE VARIATION**

<b>1</b>	<b>Change in optional units:</b>	
<b>2</b>	<b>Reason for the proposed changes:</b>	
<b>3</b>	<b>Proposed implementation date:</b>	
<b>4</b>	<b>Programme design</b>	
	a. <b>Will the Pearson rules of combination continue to be observed?</b>	Yes / No
	b. <b>Is there evidence that the change in optional units is in response to stakeholder expectations?</b>	Yes / No <i>If yes, please attach supporting evidence (e.g. meetings with existing students, student feedback, APMRs, unit evaluation resourcing)</i>

	<b>c. Is there a change in the programme pathway?</b>	<p>Yes / No</p> <p><i>If yes, you need to request that a periodic review be brought forward to consider such a significant change, since it also impacts on the programme title. If no, and the request to change optional units is more than two units for a HNC / Level 5 Diploma programme or more than four for a HND programme, the Higher Education Committee will, at its discretion, consider whether or not to recommend that a periodic review be brought forward</i></p>
<b>5</b>	<b>Arrangements for transition (for any students undertaking or retaking existing optional units):</b>	
<b>6</b>	<b>Delivery and resource implications:</b>	
<b>7</b>	<b>Has the External Examiner been consulted for advice?</b> Please attach comments, if any.	
<b>8</b>	<b>For changes to optional units that will impact on current students, how were students consulted?</b> Please attach comments	

**Proposed changes to optional units supported by the relevant Group Curriculum Director**

**Signed:**

**Date:**

**Approved by the Chair of Higher Education Committee**

**Signed:**

**Date:**

**Appendix A: Summary of changes to optional units**

<b>Programme Title(s)</b>	
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<b>Date approved</b>	<b>Summary of the changes to optional unit(s) (existing vs. new units)</b>