

**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.

Curriculum/ Department	
Programme Title	
Title(s) of existing optional units to be replaced	
Title(s) of new optional units to be introduced	
Date	
Supporting information attached: <i>Updated <u>programme specification</u>, <u>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

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

	c. Is there a change in the programme pathway?	<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>
5	Arrangements for transition (for any students undertaking or retaking existing optional units):	
6	Delivery and resource implications:	
7	Has the External Examiner been consulted for advice? Please attach comments, if any.	
8	For changes to optional units that will impact on current students, how were students consulted? 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

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