A Summary of the Module Amendment Process

(2011/12)

1 Where minor revisions to a Module Amendment are required, a revised Module Amendment Form should be submitted within 2 weeks from the date it was first received by the Academic Secretariat.

2 Module Amendment logged and implemented on SIS.

All Module Amendments due to start in Semester A and major Module Amendments for Semester B of the following year must be approved by the respective School Learning and Teaching Committee and submitted to the Academic Secretariat by 1st May. Minor Module Amendments for Semester B must be approved by the respective School Learning and Teaching Committee and submitted to the Academic Secretariat by November.