

**POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE
PROPOSAL FOR LATE CHANGE TO AN EXISTING SUBJECT**

Please use this form for a late change which is intended to take effect after the relevant Handbook has been published. This request should be sent for immediate consideration by PCPC and Academic Board out of session.

Please see guidelines below

Faculty of _____

1. **School/Department proposing change:** _____

2. **Subject to which change will apply**

- Subject Number _____
- Credit points: _____
- Subject Title _____
- Is this a compulsory subject? YES/NO

3. **Details of change:**

Please give details of the proposed change(s) to the subject in relation to the current details

4. **Year in which change is to take effect:** _____ **Semester:** _____

5. **Rationale for change:**

6. **Details of possible impact on students including steps taken to inform students.** (Where subject suspension or cancellation is proposed, indicate enrolment options available to students.)

7. **Name, telephone number and email address of academic staff who may be contacted to explain the details of the proposal if required:**

Faculty Officer: _____ Date: ____/____/____

Guidelines for Late Changes to Subject Details

Excerpt from Blue Book:

6.1 Late Changes in Details of Subjects

Late changes to details of subjects in the University Handbook are made only in exceptional circumstances. They should be strongly discouraged as students rely on the information provided in the Handbook to plan their courses. Statute 5.4.15(2) reads as follows:-

"The details of subjects shall not be altered or added to without the consent of the Council after they have been approved for publication by the Board."

In the light of this the Academic Board has adopted the following special procedures in relation to changes proposed by faculties after the date on which the Board has approved the details of subjects for publication:

- (a) The Academic Board would need to be persuaded of the desirability and urgency of the change. The Board would normally require **written agreement by all students** where a change is proposed for a year in respect of which enrolments have already taken place.
- (b) With respect to changes which it is necessary to make by force of circumstances, for example because of the resignation or illness of a staff member, because of a low enrolment or general budget cuts, or because of any emergency arising from circumstances where the published material does not reflect the reality of the policy decision previously taken, **the Academic Board will consider a proposal for suspension of a subject or part of a subject or some other change without requiring the assent of the students**; if the proposal is supported and approved by the Board and approved by Council, it would be the responsibility of the department concerned to ensure that, as far as possible, all students enrolled for the subject are notified.

If a Faculty decides that exceptional circumstances requiring a late change exist, details of the proposed change (see below), together with a description of the exceptional circumstances, should be **emailed** to the Secretary of the Postgraduate Coursework Programs Committee:

- the name and code of the subject
- the semester in which it is taught
- the reason for the change
- details on alternative arrangements for students who were enrolled in the subject if the subject is to be suspended or cancelled
- an assurance that **and how** no student will be disadvantaged in completing their course because of the proposed suspension or change
- if it is proposed that a change be made to assessment and the subject has already commenced, all students must sign off that they agree with the change

Approvals for late changes requested after the second week of semester that the subject is being offered in **will not be granted**.

If you wish to make a late change to a subject between the start of the week before the semester commences and the end of the second week of semester in which it is being offered, you will need to obtain written permission from all students enrolled in the subject before requesting approval for the change.

Upon receipt of the late change proposal, the PCPC Secretary will forward the proposal to the relevant shepherd. If the shepherd recommends the proposal, it is then sent to the President of the Academic Board for final approval. If Academic Board approval for the change is granted, the Faculty and Student Administration are advised and the proposal is then reported to Council.

PCPC also suggests that faculties flag subjects that are in the process of being suspended on their own websites - this may lead to fewer students enrolling after a proposal has been submitted to suspend a subject.