

Policy Identifier: Amendments to Modules and Course Procedure

Policy Title:	Amendments to Modules and Course Procedure
Description:	The purpose of this document is to outline the procedure that lecturers must follow in order to propose changes to course modules
Author (Position):	Vice President (Academic Affairs) and Registrar
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Approved By:	MIE Governing Body
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Date of Next Policy Review:	June 2027 (or as necessary)

Amendments to Modules and Course Procedure

1. Context

A lecturer may wish to propose changes to the module they are teaching. The rationale for this can be varied, for example, short comings identified in the current arrangement of the module, feedback from external examiner, changes in external environment that impact on the delivery or the content of a module.

2. Purpose

The purpose of this document is to outline the procedure that lecturers must follow in order to propose change.

3. Procedure

- 3.1. All proposals for changes to modules on courses should be made by the relevant course leader, following discussion with the module coordinator. In the case of Bachelor in Education modules, the Course Leader will discuss changes with their Department Head and relevant Dean. All proposals must be approved by the relevant Programme Board¹.
- 3.2. When agreement about an amendment has been reached by the Course Leader, the Course Leader and the Programme Board¹, as appropriate, the proposed amendment should be presented on the module specification template with the proposed change of text highlighted. The original module specification that was approved by the [Trinity College Dublin, the University of Dublin University Council](#) should also be provided.
- 3.3. A detailed rationale for the change needs to be provided. This is a critical part of the proposal because this is how the case for the change is presented at the relevant meetings. The rationale should be presented in memo-form (see template below) and should state what the current arrangement is, what the shortcomings of the current arrangement are, and how the proposed amendments will address the existing shortcomings. If research evidence or a reference in the External Examiner's report can be provided in support of the requested change, this substantially strengthens the case that can be made. The memo must contain the following information: name of

¹ See [Programme Boards Terms of Reference](#)

module, module code, name of course, course leader and the date on which the amendment was recommended by the Programme Board².

3.4. The proposed amendment will be reviewed by Academic Council³. If satisfied with the rationale for and the nature of the amendment, the Academic Council will submit the amendment to the Associated College Degrees Committee (ACDC)⁴, for ratification.

3.5. Meetings of the ACDC⁴ are typically held in November, February and May. A request for the module change should typically be made in the academic year prior to the implementation of the change. The precise dates of the ACDC⁴ meetings are the crucial dates to consider when seeking to submit a proposal and they can be obtained from the Registrar and Vice President of Academic Affairs at the start of any academic year. A typical timeline for requesting change would be the following:

² See [Programme Boards Terms of Reference](#)

³ See [Academic Council Terms of Reference](#)

⁴ See [MIE Associated College Degrees Committee Terms of Reference](#)

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Table 1: Timeline for Change Procedure

Five weeks or more before MIE-ACDC Meeting	Four weeks before MIE-ACDC Meeting	Three weeks before MIE-ACDC Meeting	One week before ACDC Meeting	MIE-ACDC Meeting Dates	After MIE-ACDC Meeting
Course Leader uses memo below to submit proposal for change, which has already been approved at Programme Board, to Assistant Registrar, who prepares proposal for Academic Council Meeting	Proposal circulated to MIE Academic Council members for consideration	Proposals considered by Academic Council in MIE. Proposal is either amended in consultation with proposer or is passed to MIE-ACDC	MIE-ACDC Documents circulated	Decision made about proposed changes	Decision conveyed by Registrar and Vice President of Academic Affairs to Course Leader. Relevant section of handbook is updated

- 3.6. Changes should only be introduced when the necessary approval has been communicated in writing to the Course Leader by the [Registrar's Office](#).
- 3.7. Following the relevant meeting of the ACDC⁵, the Registrar will inform the relevant Course Leader or Department Head of the decision in relation to the proposal.
- 3.8. Amendments to modules will need to be recorded in course handbooks by a member of the [Registrar's Office](#).
- 3.9. The current version of every course handbook is [published](#) on the [Quality Section](#) of the MIE website.
- 3.10. The memo template below outlines the necessary information needed to submit a proposal.

4. Related Documents

- 4.1. [Quality Assurance Procedure for Review of Validated Programmes](#)
- 4.2. [Programme Boards Terms of Reference](#)
- 4.3. [Academic Council Terms of Reference](#)
- 4.4. [MIE Associated College Degrees Committee Terms of Reference](#)

⁵ See [MIE Associated College Degrees Committee Terms of Reference](#)

Memo Template

To: Registrar and Vice President of Academic Affairs

From:

Date:

Re: Module Amendment

ENCL: Copy of original module specification with changes tracked and revised clean copy of the revised module specification.

MESSAGE

Name of Course: (e.g., B.Ed., PME, MES (Early childhood Education) etc.)

Year of course in which module is delivered:

Course Leader:

Name of Module:

Module Code:

Current element of module that is problematic:

Amendment proposed:

Reason/Rationale for proposed amendment.