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| **Proposal to Amend Existing CPD Module/Remove Existing CPD Module from the University Calendar (ECTS) – CPD2***for approval by School Curriculum and College Curriculum Committees* |
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| Use this form for submission to the relevant ~~Discipline~~/Department/School for the following instances:1) Update of existing ECTS CPD Modules and/or2) Removal of existing ECTS CPD Modules from the University Calendar Where no change is required, please complete numbered item with 'NA'.**Please refer to the** [**Handbook Governing Curriculum Approval**](https://www.ucc.ie/en/apar/curriculumapproval/handbook/) **and the** [**Policies and Guidelines Governing Academic Programmes**](https://www.ucc.ie/en/apar/curriculumapproval/handbook/) **for further guidance when completing this form.**   |
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| Section 1: General Information |   |
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| **1** | Title of CPD Module  |   |
| **2** | Module Code |  |
| **3** | DMIS Module Descriptor AttachedProposed Change must be submitted via DMIS online Book of Modules systems and the DMIS module descriptor attached here  | .  |
| **4** | Rationale for Change/RemovalSpecify the circumstances giving rise to the request for the proposed change. Detail any insight you have into the need for the change  |   |
| **5** | Justification for the Proposed Change/ Removal  |  |
| **6** | Target Audience(s)Include primary and secondary audience(s)(as appropriate). Primary audience is the main target audience and secondary (if present) could be any other profession/industry types who may have an interest. |  |
| **7** | Entry Requirements:Detail 1) Academic Requirements 2) Professional Requirements if any and 3) Technical requirements e.g. internet connection, IT requirements if based online etc. | \*where modules are part of an existing programme and are to be offered as CPD Modules, the applicant will be expected to meet the entry requirements of the programme that the module is part of.  |
| **8** | Delivery Method:Specify Venue and face-to-face/blended/online and justification for same  |  |
| **9** | Student Time Commitment (Hours) |  Contact Hours:Self-directed learning hours (if applicable): |
| **10** | Professional AccreditationWhat (if any) professional body or bodies recognise the offering for their CPD requirements? Include the name(s) of the professional body and CPD (or other) units/hours associated with the offering |  |
| **11** | Academic Year for Implementation of Proposed Change ~~Include semester in which module will be delivered~~  |  |
| **12** | List Modules for Removal from University Calendar **(i.e. will no longer be offered as CPD or on any programmes within UCC).** The Office for Academic Programmes will arrange for the module to be removed from the Book of Modules, as this facility is not available to DMIS users. |  |
| **13** | Proposed Calendar ChangeOpen the page of the relevant calendar year on the [University Calendar](http://www.ucc.ie/calendar/postgraduate/CPD.html), and locate the relevant college section. Copy the ***entire*** college section from the published CPD page showing insertions in bold and deletions by strike-through, indicating how the revised entry should read. |  |
| **14** | Changes to [Marks and Standards](https://www.ucc.ie/en/media/support/academicprogrammes/ProposalFormforChangestoMarksandStandards.docx) if applicable for Proposed CPD Module Complete and Attached? |   |
| **15** | Proposed Module Fee  |  |
| **16** | If module is interdisciplinary, please detail partnering School/Dept and College here  | School/Dept: College: Contact:    |
| **17** | CPD Proposer (Academic) |  |
| **18** | Anchor School/Department    |   |
| **19** | Anchor College    |  |

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| **SIGNATURES** |
| By signing this form, you are indicating that any necessary initial consultations have occurred and that the module has been reviewed and approved locally in the School. |
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| Head of Anchor School/Dept (or Nominee) |   | Date: |
| (Print Name & Signature) |
| School/Dept CPD Contact |   | Date: |
| (Print Name & Signature) |
| Head of Anchor College (or Nominee) |   | Date: |