



## New or Modified Course/Activity Form

All courses/activities, or modifications, require the formal approval of the committee, and should be submitted to the **Course Coordinator** on this form. Each course/activity must have a Convenor, and may also have a Tutor. The Course Coordinator allocates a time and place for the course/activity, after consultation with the Convenor and submits updates for approval to the Committee of Management.

*Please circle as appropriate*

Name of Course/Activity ..... New                      Existing

Convenor Name .....

Tutor(s) Name (if applicable) .....

***New Course/Activity***

Objectives.....

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Any Associated Costs? .....

Proposed Start Date ...../...../.....Frequency.....

Length Of Session.....Limit On Student Numbers.....

Location .....

***Existing Course/Activity***

Proposed Change.....

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Signed by Convenor ..... Date ...../...../.....

Signed by Courses Coordinator ..... Date ...../...../.....

Date to Committee of Management..... Date ...../...../.....

Signed by Executive Officer ..... Date ...../...../.....

***When approved a copy of the form will be sent to the Buzz Editor and Database & Documentation Officer.***