

### Programme and Module Amendments Approval Notification Emails

Minor Amendments

**To: Module Organiser**

**Cc: Programme Director(s) [of programmes identified in section 3]; Taught**

**Programme Director**

**From: FPGTC Secretary**

**Subject: [Module Title & Code] Minor Amendment Approval**

*Dear [Module Organiser]*

*This is to advise that the minor amendment to [Module Title & Code] submitted to the [faculty initials] Faculty Postgraduate Taught Committee (FPGTC) on [date] has been approved by the Committee.*

*A copy of the amendment form signed and dated by the chair of the FPGTC is attached for your records.*

*Registry, the Teaching Support Office, the Distance Learning Office [as applicable], and Communications & Engagement will be advised of this and all other amendments after the last Programme and Module Review Committee of the academic year. In the meantime, please ensure any other module documentation is updated accordingly in preparation for implementation.*

Major Amendments

**To: Programme Director(s)**

**Cc: Taught Programme Director(s); PMRC Chair**

**From: PMRC Secretary**

**Subject: [Programme Title] Major Amendment Approval**

*Dear [Programme Director(s)]*

*This is to advise that the major amendment to [Programme Title(s)] submitted to the Programme and Module Review Committee (PMRC) on [date] has been approved by the Committee.*

*A copy of the amendment form signed and dated by the chair of PMRC is attached for your records.*

*Registry, the Teaching Support Office, the Distance Learning Office [as applicable] and Communications & Engagement will be advised of this and all other amendments after the last Programme and Module Review Committee of the academic year. In the meantime, please ensure any other programme documentation is updated accordingly in preparation for implementation.*

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