

How to OPAMA: A series of quick and easy process guides by Peter Marsh

Changing the module lead for a module within a specific academic year

Step 1: Choose to **Modify or withdraw an existing module**

Modules
Online module approval
Create a new module
Modify or withdraw an existing module
New module approval report
Module modification report
Roll over module availability
Module Roll Over Report
Module Specification Report

Step 2: **Start Process** and **Confirm** through the intro pages, then input the module code as normal and click **Retrieve module**

Select module for modification

Select module for modification

Please enter the module code for the module you wish to modify.


Module code Sociology of Health and Illness

Step 3. Choose **Update module organiser, description and/or teaching period** and the **academic year** you wish to modify, remembering to click the **check box** at the end of the text to indicate that you have mitigated against all ramifications of amending the module and click **Save and continue**

Module modification proposal 2018/9

Module modification proposal

You have selected 7MHPH007, Sociology of Health and Illness

Please select what you would like to do (click here  for details)

Update module organiser, description and/or teaching period ▼

Note: if you want to make a combination of change types, please select the major modification option, which will give you access to all the necessary fields.

From which year will the change take effect?


2018/19 ACADEMIC YEAR ▼

Any structural changes to modules which will take effect after students may have selected them must go through a full School approval process.

If you are deleting this module, please consider the impact that withdrawing it will have on programme level paperwork, and any implications for students and for CMA matters.

Please indicate by ticking the box below that you and your Department will take all necessary steps to ensure that potentially affected students are informed about the change(s) and that any implications for processes or systems (e.g. module selection) have been fully considered and mitigated.

Back **Save and exit** **Save and continue**


Discard and exit  (Go)

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Step 4. Leave the answer to question 1 on the next page as **No** and click **Save and Continue**.

Update module organiser, description and/or teaching period

Update module organiser, description and/or teaching period

Help 

You have selected 7MHPH007, Sociology of Health and Illness to be modified in the academic year 2018/9.

Do you wish to change the module organiser for an already-existing teaching period?


No ▼

Back **Save and exit** **Save and continue**

Exit and discard

Step 5. Answer **Yes** to the question **Do you wish to change the module organiser for an already-existing teaching period?**


Update module organiser, description and/or teaching period
Update module organiser, description and/or teaching period

Help 
You have selected 7MHPH007, Sociology of Health and Illness to be modified in the academic year 2018/9.
Do you wish to change the module organiser for an already-existing teaching period?

Yes ▼

Step 6. Click the **Edit** button.

Update module organiser, description and/or teaching period
Update module organiser, description and/or teaching period

Help 
You have selected 7MHPH007, Sociology of Health and Illness to be modified in the academic year 2018/9.
Do you wish to change the module organiser for an already-existing teaching period?

Yes ▼

Module Organiser recorded for current implementation year:

Tutor records						
Module code	Occurence	Year	Period slot	Tutor code	Tutor name	Edit tutor
7MHPH007	000001	2018/9	SEM1	MJG08	JUDITH GREEN	Edit

Reason(s) for changing the module organiser

Back **Save and exit** **Save and continue**

Step 7. Enter the PRS code of the new tutor into the field under the word **Tutor**. once entered the name of the tutor should appear to the right of the field.

Edit module tutor
Edit module tutor

Please enter the name of the new tutor and click save and continue

Tutor
 PETER MARSH

Save and continue

Step 8. Click **Save and Continue**.

Step 9. Continue clicking Save and continue until you reach the **Submit** button.

Step 10. Click the **Submit** button.

Step 11. Wait until the modification has been completely approved by all relevant parties. The updated tutor information will appear in the MAV records for the module.