FORM MS1 - PROPOSAL FORM FOR SUBMISSION OF CHANGES TO MARKS AND STANDARDS

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| For approval by School/Department and Lead College, *prior* *to* implementation by the College Office and publication by the Office for Academic Programmes and Regulations (APAR). |

Please refer to the [Handbook Governing Curriculum Approval](http://www.ucc.ie/en/apar/curriculumapproval/handbook/) and the [Policies and Guidelines Governing Academic Programmes](http://www.ucc.ie/en/apar/curriculumapproval/handbook/) when completing this form. *If you require assistance with any aspect of this form, please contact APAR (acadprog@ucc.ie).*

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| TITLE AND YEAR OF PROGRAMME(S) TO WHICH PROPOSED CHANGE APPLIES (e.g. BSc Finance, Year 2) |
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| EXAMINATION YEAR FOR IMPLEMENTATION OF PROPOSED CHANGE *(e.g. 2025 is the examination year for the 2024/25 academic year)* |
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| COLLEGES*Indicate the Lead College (i.e. the College in which the programme is anchored academically) and any other participating Colleges.* |
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| RATIONALE FOR THE PROPOSED CHANGE*Specify the circumstances giving rise to the proposed change.* |
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| SPECIFY HOW THE REQUESTED CHANGE MAY AFFECT STUDENTS |
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| **DETAILS OF THE PROPOSED CHANGE** Copy the relevant extract(s) from the current published [Marks and Standards](https://www.ucc.ie/marksandstandards/), highlight the amendment(s) and indicate how the revised entry should read. ***Note:*** *If the proposed change(s) has knock-on implications for the Academic Programme Catalogue, DO NOT COMPLETE THIS FORM; the entire change, including change to Marks and Standards, should be processed for approval via the* [*MM1 Major and Minor Changes Form*](https://www.ucc.ie/en/apar/curriculumapproval/forms/)*.*  *The Examinations Office is responsible for providing guidance on the practical implications of proposed changes, for implementing the Marks and Standards and for presenting examination results to Examination Boards. Michelle O’Sullivan, the Examinations Administrator, (*[*michelle.osullivan*](mailto:michelle.osullivan@ucc.ie)*) must be contacted. You may also wish to consult the Guide to Examinations for Staff and Studies at* [*http://www.ucc.ie/en/exams/procedures-regulations/*](http://www.ucc.ie/en/exams/procedures-regulations/)*.* If you have any queries in relation to the University’s approved policies governing programme regulations, please contact APAR (Eleanor Fouhy) at ext. 2782 or email [e.fouhy@ucc.ie](mailto:e.fouhy@ucc.ie). |
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| CHECKLIST *Failure to correctly process the proposed change may result in errors in the published Marks and Standards.*  *The onus is on the Programme Co-ordinator Director of each affected programme to submit the proposed change(s) to the Lead College for review and approval.* |
| 1. Have you discussed the proposed change with the Examinations & Records Officer? 2. If the proposed change(s) has knock-on implications for the Book of Modules (e.g. change to Marks Maxima due to inclusion/removal of pass/fail module etc.), has this change been processed for approval via CIM Modules? |

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| **CONTACT DETAILS**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact details (phone, email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **School/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |