



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

New Course/Activity

Objectives.....
.....
.....

Any Associated Costs?

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

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

Location

Existing Course/Activity

Proposed Change.....
.....
.....

Submit Form to Course Coordinator

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 is sent to the Buzz Editor and Database & Documentation Officer