# **Course Amendment form (All taught provision)**

**This form is to be used for all amendments. Please complete all sections and record N/A for sections that do not apply to your amendment/course.**

**Consulting the relevant** [**Subject Benchmark Statement**](https://www.qaa.ac.uk/the-quality-code/subject-benchmark-statements) **may assist in completing sections in this form.**

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| **Course Title** *Please include the existing and new titles if the title is to be amended.* | |
| **Award (final qualification) If** *the final award is to be amended, please discuss with your EQPO liaison officer prior to submission.* | |
| **Lead administering Faculty/Department and/or Degree Committee** |  |
| **School** |  |
| **Proposed date for change to take effect** |  |
| **Mode of study (full time or part-time)**  **For part-time indicate how teaching blocks are distributed across the course.** |  |
| **Are any PSRBs associated with the course?** |  |
| **Does the course require** [**ATAS**](https://www.postgraduate.study.cam.ac.uk/apply/after/visas-immigration)**?** | YES NO |
| **Provide details of any change to course entry requirements** |  |
| **If the amendment affects course length or residency requirements, give details here.** A*dvice may be sought from the* [*International Student Office*](https://www.iso.admin.cam.ac.uk/). *Postgraduate courses should refer to the* [*Course Length Policy*](https://www.educationalpolicy.admin.cam.ac.uk/files/course_length.pdf)*.  Residency requirements can be found here:* [*Statutes and Ordinances*.](https://www.admin.cam.ac.uk/univ/so/pdfs/2024/ordinance02.pdf) | |
| 1. **Proposed amendment(s)** *Please detail below exactly what amendment is being proposed:* | |
| Current practice | Proposed amendment |
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| 1. **Rationale and Educational Aims** *Why is the change proposed? Please cross-reference, where applicable, to relevant recommendations either internal or from external bodies (such as PSRBs, external examiner reports or opportunities from funders).* | |
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| 1. **Learning Outcomes** *Please indicate the impact on learning outcomes. Guidance can be found* [*here*](https://www.educationalpolicy.admin.cam.ac.uk/files/learning_aims_and_outcomes_current_version.pdf) | |
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| 1. **Learning and Teaching** *Please detail the impact of the amendment on each of the following where relevant:*  * *Borrowed/shared papers (has the borrowing dept been informed?)* * *Student numbers* * *Student and staff workload* | |
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| 1. **Assessment Methods** *Please describe any amendment to current assessment methods, including changes to examination timetables if exams are organised centrally.* | |
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| 1. **Consultation** | |
| ***Students –*** *How have current students been consulted and what was their feedback?* | |
| ***External*** *– feedback on your proposals from EEs and other external academics.* | |
| ***PSRBs*** *–**consultation feedback from all PSRBs associated with the course, if relevant.* | |
| ***Colleges (for matriculated UG courses only)*** *–**Have Directors of Studies been consulted and asked for feedback?* | |
| ***7. Intermitting Students:*** *How will the proposed amendment affect students on intermission? Note: students are entitled to complete the course as it was when they began it.* | |
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| ***8. Resource implications Please provide details of the following:***   * *Any additional staffing (academic and/or administrative) or non- staffing (IT, equipment, field courses etc) costs.* * *Any changes to supervision arrangements including termly reporting.* * *Faculty Board/ School approval for any additional resources.* | |
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| **9. Fees and Funding** *Complete this section only if there will be a change to the fees and funding arrangements.*  *Please detail how fees will be affected*. *Consultation with* [*Academic and Financial Planning and Analysis*](https://www.afpa.admin.cam.ac.uk/our-work/tuition-fee-rates) *regarding the fee should take place prior to submitting this form. University fee schedules can be found* [*here*](https://www.afpa.admin.cam.ac.uk/our-work/tuition-fee-rates/schedule-fees) *.* | |
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| 1. **Approval** | |
| Please confirm the following:     |  |  |  | | --- | --- | --- | |  | DATE | N/A | | Faculty Board (*and/or Degree Committee if relevant*) has considered and endorsed the proposed amendment. |  |  | | The Council of the School has considered and endorsed the proposed amendment, and any other associated risks and costs. |  |  | | Planning and Resources Committee (*if relevant*) has considered and approved the business case and any other associated costs. |  |  | | |
| **Any further comments:** | |
| **Please attach revised course regulations and programme specification with tracked changes indicating the proposed amendment(s) if changes will be required.** | |