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

**This form is to be used for all modifications. Please complete all sections and record N/A for sections that do not apply to your modification/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 modification 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 modification(s)** *Please detail below exactly what modification is being proposed:*
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| Current practice | Proposed modification |
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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 modification 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 modification to current assessment methods, including changes to examination timetables if exams are organised centrally.*
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| 1. **Consultation**
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| ***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 modification 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**
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| Please confirm the following:

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|  | DATE | N/A |
| Faculty Board (and/or Degree Committee if relevant) has considered and endorsed the proposed modification.  |  |  |
| The Council of the School has considered and endorsed the proposed modification, 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.  |  |  |

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| **Any further comments:** |
| **Please attach revised course regulations and programme specification with tracked changes indicating the proposed modification(s) if changes will be required.** |