Taught Course Modification Framework

Please note that "**course**" refers to a **programme of study** leading to a degree or sub-degree qualification awarded by the University. This includes all Triposes, all taught Masters', all courses listed as *non-member awards* in Statutes and Ordinances, and the Language Centre CULP awards. Departments planning changes to postgraduate courses should consider sending changes to the relevant Degree Committee for review. **Publication to students** is a formal notification which may include a Notice in the Reporter.

Adjustments

CHANGE	APPROVAL ROUTE	DOCUMENTATION RECORDING THE CHANGE	NEXT STAGE
Change to Programme Specification which does not make material or substantive changes to the course	Faculty Board	Revised Programme Specification	Submission to EQPO
Changes to reading lists	Teaching Committee/Faculty Board/Subject Librarian	FB minute/Teaching Committee minute as appropriate	Publication to students
Changes to optional papers not specified in Regulations except where student choice is reduced (in which case, it is a Minor Modification and will go via the ASEC Fast Track)	Faculty Board	FB minute	Publication to students
Changes to pre-requisites, co-requisites not specified in Regulations	Faculty Board	FB minute, Reporter Notice, Revised Programme Specification	Publication to students, Programme Specification submitted to EQPO
Changes to Marking and Classing schemes	Faculty Board	FB minute	Publication to students
Assessment not specified in Regulations	Faculty Board, ASEC fast track	FB minute, ASEC minutes	Publication to students
Changes to optional papers specified in Regulations	Faculty Board, ASEC fast track	FB minute, ASEC minutes	Publication to students
Paper title	Faculty Board, ASEC fast track	FB minute, ASEC minutes	Publication to students
Pre-requisites, co-requisites specified in Regulations	Faculty Board, ASEC fast track	FB minute, ASEC minutes	Publication to students, Programme Specification submitted to EQPO
Change to a pre-sessional (note: pre-sessionals cannot be compulsory and cannot lead to a summative assessment)	Faculty Board, ASEC fast track	FB minute, ASEC minutes	Publication to students and applicants, Programme Specification submitted to EQPO

Minor Modifications

CHANGE	APPROVAL ROUTE	DOCUMENTATION RECORDING THE CHANGE	NEXT STAGE
Adding, suspending or withdrawing a paper or module	Faculty Board, Minor Modifications Form approved by ASEC	Minor Modifications form, revised course regulations	Publication to students
Correction of ambiguities in Regulations or updates to Regulations to comply with new University requirements	Faculty Board, Minor Modifications Form approved by ASEC	Minor Modifications form, ASEC minute, revised course regulations	Publication to students
Length or mode of assessment as set out in Regulations	Faculty Board (School approval if required) Minor Modifications Form approved by ASEC	Minor Modifications form, revised course regulations, revised Programme Specification, ASEC minute	Publication to students
New optional placement, fieldwork or international study trip (not specified in regulations and less than one week in duration)	Faculty Board (School approval if required) Minor Modifications Form approved by ASEC	Minor Modifications form, ASEC minute, revised Programme Specification	Publication to students and inclusion on the Pink List if required.
New compulsory placement, compulsory study abroad or fieldwork trip (with cost implications)	Faculty Board (School approval if required) Minor Modifications Form approved by ASEC	Minor Modifications form, revised course regulations (if necessary), revised Programme Specification, ASEC minute	Publication to students and inclusion on the Pink List if required.
Change to delivery mode or location (this may include adding a part-time route)	Faculty Board, School, Minor Modifications Form approved by ASEC	Minor Modifications form, revised course regulations (if necessary), revised Programme Specification, ASEC minute	Report to GBEC, publication to students
Withdrawing or suspending a pathway or course for advertising or delivery	Faculty Board, School approval, Minor Modifications Form approved by ASEC	Minor Modifications form, revised course regulations (if necessary), revised Programme Specification, ASEC minute	Report to GBEC, publication to students
Temporary regulations	Faculty Board, School, Minor Modifications Form approved by ASEC	Minor Modifications form, new course regulations, revised Programme Specification (if required),	Publication to students
Change to the weighting of assessment across the whole course or Part.	Faculty Board, School, Minor Modifications Form approved by ASEC	Minor Modifications form, revised Programme Specification	Publication to students
Change of course title (this does not include change to *award or qualification*) or course length	Faculty Board, School approval, Minor Modifications Form approved by ASEC	Minor Modifications form, revised course regulations, revised Programme Specification, ASEC minute	Report to GBEC, publication to students
Changes to accreditation status	Faculty Board, Minor Modifications Form approved by ASEC	Minor Modifications form, revised course regulations, revised Programme Specification, ASEC minute	Report to GBEC, Publication to students

Major Modifications

CHANGE	APPROVAL ROUTE	DOCUMENTATION RECORDING THE CHANGE	NEXT STAGE
Removal of Preliminary Examinations	Faculty Board, School, Major Modifications Form approved by ASEC	Major Modifications form, revised course regulations, revised Programme Specification, ASEC minute, Reporter Notice	Report to GBEC, Reporter publication
Major revision of the course structure and content (this may include adding a part-time route)	Faculty Board, School, Major Modifications Form approved by ASEC	Major Modifications form, revised course regulations, revised Programme Specification, ASEC minute, GBEC minute, General Board minute.	Report to GBEC, General Board, Regents House

The following changes may fall into either the "Minor" or "Major" modifications route, please discuss at the earliest opportunity with your liaison officer.

- New pathways
- Adding a part-time route
- Adding or removing exit awards
- Adding or removing progression points
- Revision of a course that effects an existing cohort
- A record of multiple changes over a consistent period

A change to the final qualification (BA, MPhil, PhD) creates a new course - please discuss with your liaison officer as the process for the approval of new courses may be required.

https://www.educationalpolicy.admin.cam.ac.uk/contact-us