

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. Faculties and 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.

Modifications not requiring approval from ASEC

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/Degree Committee	Revised Programme Specification	Submission to EQPO
Changes to reading lists	Teaching Committee/Faculty Board/Subject Librarian	Committee minute as appropriate	Publication to students
Changes to optional papers except where student choice is reduced (in which case, consult your EQPO Liaison Officer)	FB/DC	FB/DC minute	Publication to students
Changes to pre-requisites, co-requisites not specified in Regulations	FB/DC	FB/DC minute, Reporter Notice, Revised Programme Specification	Publication to students, Programme Specification submitted to EQPO
Changes to Marking and Classing schemes	FB/DC	FB/DC minute	Publication to students
Formative assessment not specified in Regulations	FB/DC	FB/DC minute	Publication to students
Paper title not specified in Regulations	FB/DC, EQPO	FB/DC minute, noted by EQPO	Publication to students
Pre-requisites, co-requisites specified in Regulations	FB/DC, EQPO	FB/DC minute, noted by EQPO	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)	FB/DC, EQPO	FB/DC minute, noted by EQPO	Publication to students and applicants, Programme Specification submitted to EQPO
Correction of ambiguities in Regulations or updates to Regulations to comply with new University requirements	FB/DC, EQPO	FB/DC minute, noted by EQPO	Publication to students

Modifications requiring approval from EQPO/ASEC

CHANGE	APPROVAL ROUTE	DOCUMENTATION RECORDING THE CHANGE	NEXT STAGE
Adding, suspending or withdrawing a paper or module	FB/DC, Modification Form, EQPO/ASEC	Modification form, revised course regulations	Publication to students
Length or mode of assessment as set out in Regulations including withdrawal of Preliminary examinations	FB/DC, Modification Form, EQPO/ASEC	Modification 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)	FB/DC (School approval if required) Modification Form, EQPO/ASEC	Modification form, revised course regulations, revised Programme Specification, ASEC minute	Publication to students and inclusion on the Pink List if required.
New compulsory placement, compulsory study abroad or fieldwork trip (with cost implications)	FB/DC (School approval if required) Modification Form, EQPO/ASEC	Modification form, revised course regulations, revised Programme Specification, ASEC minute	Publication to students and inclusion on the Pink List if required.
Withdrawing or suspending a pathway or course for advertising or delivery	FB/DC (School approval if required) Modification Form, EQPO/ASEC	Modification form, revised course regulations, revised Programme Specification, ASEC minute	Report to GBEC, publication to students
Substantial revision of course structure	FB/DC (School approval if required) Modification Form, EQPO/ASEC	Modification form, revised course regulations, revised Programme Specification, ASEC minute	Publication to students
Change to mode of teaching	FB/DC (School approval if required) Modification Form, EQPO/ASEC	Modification form, revised course regulations, revised Programme Specification, ASEC minute	Publication to students
Change of course title (this does not include change to <i>award or qualification</i>) or course length	FB/DC (School approval if required) Modification Form, EQPO/ASEC	Modification form, revised course regulations, revised Programme Specification, ASEC minute	Report to GBEC, publication to students
Changes to accreditation status	FB/DC (School approval if required) Modification Form, EQPO/ASEC	Modification form, revised course regulations, revised Programme Specification, ASEC minute	Report to GBEC, Publication to students

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>