**Major Course Modifications Form (All taught provision)**

*Your* [*liaison officer*](https://www.educationalpolicy.admin.cam.ac.uk/contact-us/who-contact-institutions-and-projects) *will be able to advise whether to use this form or the Minor Modifications Form*.

**SUMMARY**

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| **Course Title** *Please include the existing and new title if the title is to be modified.* | |
| **Qualification (Award)** *If the final award is to be modified, please discuss with your EQPO liaison officer prior to submission* | |
| **Lead administering department / faculty** |  |
| **Degree Committee (if relevant)** |  |
| **School** |  |
| **Key academic contact** |  |
| [**Level of course**](https://www.officeforstudents.org.uk/media/cffb3feb-c7ed-472d-8ad3-008175099a6b/sector-recognised-standards-in-england.pdf) |  |
| **Relevant** [QAA Benchmark Statement(s)](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements) |  |
| **Modes of study (full time, part-time)** | **FT  PT  FT & PT** |
| **Is there a change to a pre-sessional course, placement, year abroad or fieldwork?**  *If yes, provide details:* | |
| **Is there a change to the length of course – please specify number of months** *(both full time and part-time if relevant. Please consult the* [*Course Length Policy*](https://www.educationalpolicy.admin.cam.ac.uk/files/course_length.pdf)*. Advice should also be sought from the* [*International Student Office*](https://www.iso.admin.cam.ac.uk/)) | |
| **Is there a change to the course entry requirements?** Yes  No  If yes, provide details: | |
| **Is there a change to residency requirements?** Yes  No  If yes, provide details if different to Chapter II of[Statutes and Ordinances](https://www.admin.cam.ac.uk/univ/so/) | |
| **Does the modification add exit awards or progression points?** Yes  No | |
| **Does the modification add a specialist pathway?** Yes  No | |
| **Date to advertise the modified course:** |  |
| **Date for students to arrive / attend:** |  |
| **From which academic year / terms will the modified course be offered?** | Academic year:  Michaelmas  Lent  Easter |

**Brief overview and rationale for the modifications**

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**Appended documents**

*The course modification* ***will not*** *be considered without these documents:*

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| ***Evidence of Faculty Board approval (section 2.8)*** |  |
| ***Evidence of Degree Committee approval*** *(if relevant)* ***(section 2.8)*** |  |
| ***Evidence of School approval, including review of the financial viability of the modified course and its sustainability (section 2.8)*** |  |
| ***Evidence of PRC approval if additional resource is required (section 2.8)*** |  |
| ***Evidence of support from external academic peers (section 1.9)*** |  |
| ***Evidence of consultation with students (section 1.9)*** |  |
| ***Collaborative Education Form*** *(if relevant)* ***(section 1.12)*** |  |
| ***Modified course regulations (section 1.2)*** |  |

**PART 1 - Academic Case**

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| **1.1** | **Rationale and educational aims** | |
|  | Why is the change proposed? Please cross-reference, where applicable, to relevant internal recommendations and/or from external bodies (such as reports of professional bodies, learned societies, requests from industry, and opportunities from funders). | |
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| **1.2** | **Programme structure** | |
|  | Please include a diagrammatic course structure for the modified course. Revised Regulations and Programme Specification should be appended as both a tracked changes and a “clean” copy. | |
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| **1.3** | **Learning Outcomes** *Please list, and indicate where these are different from the original approval. If there are no changes, please indicate that. See also* <https://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/learning-aims-and-outcomes> | |
|  | *Knowledge and Understanding* | |
|  | *Skills and other attributes* | |
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| **1.4** | **Learning and Teaching Methods** | |
|  | Please describe the learning and teaching methods. Indicate an estimate of the number of hours for each of the following (add anything not already included to the list):   |  |  |  | | --- | --- | --- | | **Estimated number of hours** | **Learning / teaching method** | **Per week, term or year** | |  | Lectures |  | |  | Supervisions |  | |  | Seminars / classes |  | |  | Practicals / lab work |  | |  | Small-group teaching |  | |  | Journal clubs |  | |  | Literature reviews |  | |  | Posters / presentations |  |   *Please include an indicative timetable of taught elements, showing how units and teaching are distributed through the year.*  *For undergraduate courses only (unless otherwise advised by your liaison officer) please include indicative supervision norms and indicative student workload for each year of the course.* | |
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| **1.5** | **Risk Assessments** | |
|  | Please indicate if any part of this course may require risk assessments for staff or students (field trips, lab work, working away and so forth) and how this will be managed. *If there are no modifications sought, please indicate this.* | |
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| **1.6** | **Borrowed or shared units** | |
|  | Indicate where units are shared with other courses will interface with your timetable and which Department or Faculty will be responsible for the teaching and assessment of borrowed or shared papers:   |  |  | | --- | --- | | **Name of unit** | **Department / Faculty responsible for teaching and assessment** | |  |  | |  |  | |  |  |   Please include evidence (such as minutes) that changes to borrowed units have been agreed with all affected courses:  Please include what contingency you have in the event borrowed papers are discontinued: | |
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| **1.7** | **Assessment Methods** | |
| **A** | Please list indicative methods of assessment, including both formative and summative methods. Please indicate compulsory components. Assessment must be mapped to learning outcomes. | |
| **B** | Examination timetable –if the modifications will lead to changes, please give dates / terms for examinations and indicativedeadlines for submission of all other assessments (including practicals, essays, dissertations and vivas). | |
| **C** | If the [Marking and Classing scheme](http://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/assessment-practices-and-expectations) is modified, please set out the nature of changes, and include a new version with this form. | |
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| **1.8** | **Transferrable skills and employability skills** | |
|  | Please describe the opportunities for the students’ personal and professional development (including transferrable and employability skills)and indicate where these are different from the original approval. If there are no changes, please indicate that. | |
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| **1.9** | **Consultation** | |
| **A** | Please outline feedback from academic discipline experts in other UK higher education institutions who have reviewed the changes. Please append any letters or emails with feedback (please include the full email header and signature including the academic’s qualifications and employing institution). Please indicate if the external examiner is one of the reviewers. | |
| **B** | The University is committed to working in partnership with our students. Please summarise below both how students have been consulted, and how their feedback has been taken into account. Relevant evidence must be provided as an appendix to this form. **Approval will not be granted without evidence of student consultation**. | |
| **C** | Please detail consultation which has been undertaken with representatives of professional, statutory, accrediting or regulatory bodies, with any relevant employers or any other external advisors.   |  | | --- | | *Name of* *professional, accrediting, statutory or regulatory body* | | *Requirements for accreditation* | | *Frequency of reaccreditation / visits* | | |
| **D** | For changes to matriculated undergraduate courses only, please include evidence of consultation with Directors of Studies and Senior Tutors’ Committees. | |
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| **1.10** | **Student Support and Feedback** | |
| **A** | Please describe any arrangements for supporting students which are relevant to this course and which are outside the normal arrangements for supporting students in the department/faculty. All taught postgraduate courses must adhere to the [*Code of Practice for Taught Master’s Students.*](https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-masters-students) | |
| **B** | Please describe any arrangements for providing feedback to students and any student engagement which are relevant to this course. *Please list, and indicate where these are different from the original approval. If there are no change, please indicate that.* | |
| **C** | Are there any students taking this course currently on intermission? Yes  No  Please provide below details of how the proposed change(s) will impact on intermitting students on their return and how this will be managed. | |
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| **1.11** | **Inclusive teaching and learning** | |
| **A** | Inclusive practices involve a respect for diverse students, materials and ideas, are related to quality assurance and the maintenance of high academic standards, and should be integrated into all aspects of the academic cycle from teaching and learning practices, assessment design, through to ongoing curriculum enhancement. *Further information can be found on the CCTL website:* <https://www.cctl.cam.ac.uk/inclusive-teaching/guiding-principles> | |
| Please outline the inclusive approach to teaching and learning on this course: | |
| **B** | Please outline any discussion or consultation with the Technology Enhanced Learning Service <https://www.cctl.cam.ac.uk/technology-enabled-learning> | |
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| **1.12** | **Collaboration with external bodies (including PSRBs)** | |
|  | The course **does not** require collaboration with any external body  The course **does** require collaboration with an external body and the Collaborative Education Form has been completed and appended |  |
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**PART 2 – Business Case**

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| **2.1** | **Market demand for the modifications** | |
|  | Please provide an outline of market demand and/or equivalent provision at other HEIs. You may wish to include market research. | |
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| **2.2** | **Relationship with existing provision** | |
|  | Please describe the course’s relationship with existing provision, including borrowed papers from other disciplines as outlined in section 1.6 above and if the proposed modifications will change these arrangements. | |
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| **2.3** | **Fees and Funding** *Please only complete this section if there will be a change to the fees and funding arrangements.*  Consultation with [Academic and Financial Planning and Analysis](https://www.afpa.admin.cam.ac.uk/fees) with respect to the fee should take place prior to submission of this form.  *The University fee schedules can be found here* <https://www.prao.admin.cam.ac.uk/fees> | |
| Undergraduate:  Regulated home fee  Overseas fee – Band X  Band Y  Band Z  Postgraduate:  Minimum home fee  Other home fee  Overseas fee - Band X  Band Y  Band Z | |
| Other fee to be charged  *Please give further details (for example, course is a diploma or certificate) including an indicative fee.*  *This does not include additional course costs* |  |
| **B** | Please give details of any source of **agreed** **external funding**. | |
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| **2.4** | **Current student numbers** | |
| **A** | **Home**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Steady state** | |  |  |  |  |  |   **Overseas**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Steady state** | |  |  |  |  |  | | |
| **B** | Please identify any predicated changes to the current student numbers as a result of the modifications and how the changes will be managed within the School or equivalent body’s student number strategy. | |
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| **2.5** | **Teaching and Examining Resources** | |
| **A** | Please list all staff, including UTOs and CTOs, staff from other departments and/or externals who will be involved in the delivery and examination of the course and their individual contribution to it, including as examiners or assessors. Include the expected ratio between UTOs and non-UTOs. If the course is a collaboration between two or more departments/faculties, the respective percentage load should be outlined. | |
| **B** | If the course requires the appointment of additional staff to deliver the modified course, please provide details. Please note that approval of the course will not guarantee the approval to recruit and this will need to be approved via the normal route.   |  |  |  | | --- | --- | --- | | *Job Title* | *FTE %* | *Grade or estimated salary* | |  |  |  | |  |  |  | | |
| **C** | Please describe how the department/faculty will ensure continuity in the event of staff member(s) leaving who are essential to the delivery of the course.   |  |  | | --- | --- | | *Teaching* | *Examining\** | |  |  |   \*Please review the [appointment criteria for Examiners](https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors/information-appointment) prior to completing this section. | |
| **D** | Please provide information regarding venue(s) for teaching activities and examinations if there are likely to be any changes to current arrangements.  Please include information on any new demands on examination timetabling or costs for payments of examiners, including external examiners etc. | |
| **E** | Please confirm that the current External Examiner is content to stay in post following approval of the changes. *Please include the name, institution and length of service of the External Examiner*. | |
| **F** | For postgraduate courses only: Please outline any changes to supervision arrangements including termly reporting. | |
| **G** | Please provide information regarding consultation with relevant libraries to ensure appropriate resources and materials will be available for the modified course. | |
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| **2.6** | **Other Resources** | |
| **A** | If the course change requires no additional non-staff related expenditure, facilities or resources, please confirm below and proceed to**2.8**  **No additional resources are required** | |
| **B** | Please outline non-staff costs to the department/faculty including accommodation, library provision, IT resources, lab equipment, and field trips. Please make clear where the course will share resources with other courses.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type of cost** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Steady state** | |  |  |  |  |  |  | | |
| **C** | Please outline the administrative resources for supporting this course. Please specify if additional staff will be required and if so how this will be financed*.* | |
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| **2.7** | **Approval** | |
|  | Faculty Board (*and/or Degree Committee if relevant*) has considered and endorsed the academic case, the business case, the course fee and any other associated risks and costs.  (*Please insert relevant minute including the date of the decision*)  The Council of the School has considered and endorsed the academic case, and approved the business case, the course fee and any other associated risks and costs.  (*Please insert relevant minute including the date of the decision*)  Planning and Resources Committee (*if relevant*) has considered and approved the business case and any other associated costs.  (*Please insert relevant minute including the date of the decision or other formal confirmation of funding from PRC*) | |
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