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

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| **Course Title** *Please include the existing title and new title if it 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:* |
| If the proposed amendment affects the course length or residency requirements, please provide further details.*If necessary, advice should 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/) |
| **Is there a change to the course entry requirements?** Yes **[ ]**  No **[ ]**  If yes, provide details: |
| **Does the modification add exit awards or progression points?** Yes **[ ]**  No **[ ]**  |
| **Does the modification add a specialist pathway?** Yes **[ ]**  No **[ ]**  |
| **Date the amended course to be advertised**  |  |
| **Which term in which academic year will the amended course be offered?** |  |

**PLEASE COMPLETE ALL RELEVANT SECTIONS. SECTIONS NOT IMPACTED BY THE PROPOSED AMENDMENT MAY BE LEFT OUT.**

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| **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).  |
| **Learning Outcomes**  |
| *Please indicate any impact on learning outcomes. See also* <https://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/learning-aims-and-outcomes> |
| **Learning and Teaching Methods** |
| Please describe the following:1. Learning and teaching methods including an estimated number of hours for each format.
2. Any change to how teaching will be distributed throughout the year.
3. (For undergraduate courses) indicative student workload and supervision norms.
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| **Borrowed or shared papers/units** |
| Will the amendment impact borrowed or shared papers/units? If the proposed amendment affects another course which borrows from this course, please confirm the relevant faculty or department has been informed.If the proposed amendment requires borrowing papers/units from other courses, what is your contingency plan in the event they are discontinued? |
| **Assessment Methods** |
| Please describe any amendment to current assessment methods, including changes to examination timetables.  |
| **Transferable and Employability Skills** |
| Please describe any impact of the proposed amendment. |
| **Consultation** |
| **External**Please outline feedback from external examiners or other academic experts who have reviewed the changes.  |
| **Students**If the proposed amendment will affect current students, please indicate how they have been consulted and what their feedback indicates.If the proposed amendment affects future students, it is good practice to consult current students. Please indicate if you have done so, and what their feedback indicates.Please provide details of how the proposed amendment will impact intermitting students on their return and how this will be managed. |
| **PSRBs**Please outline consultation undertaken with representatives of professional, statutory, accrediting or regulatory bodies, with any relevant employers or any other external advisors. |
| **Colleges**For changes to matriculated undergraduate courses only, please include evidence of consultation with Directors of Studies and the Senior Tutors’ Committee. |
| **Inclusive Teaching and Learning** |
| Please outline the inclusive approach to teaching and learning on this course, including any consultation with CCTL <https://www.cctl.cam.ac.uk/inclusive-teaching/guiding-principles> |
| Please outline any discussion or consultation with the Technology Enhanced Learning Service <https://www.cctl.cam.ac.uk/technology-enabled-learning>  |
| **Collaboration with External Bodies (including PSRBs)** |
| Does the course require collaboration with any external body (if so, please give details)  |
| **Fees and Funding** *Complete this section only 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.University fee schedules can be foundhere<https://www.prao.admin.cam.ac.uk/fees>Please detail how fees will be affected. |
| Please give details of any source of **agreed** **external funding**. |
| **Current Student Numbers** |
| Please describe any potential impact on student numbers and how they will be managed within the School or equivalent body’s student number strategy. |
| **Resources** |
| If the proposed amendment will necessitate additional staff (either academic or administrative), please provide details. |
| For postgraduate courses only: Please outline any changes to supervision arrangements including termly reporting. |
| Please outline any additional non-staff costs generated as a result of the proposed amendment (IT resources, lab equipment, field trips etc) and whether extra teaching space/venues will be required. |
| **Approval**  |
| Please confirm the following on the understanding than evidence may be requested:1. Faculty Board (*and/or Degree Committee if relevant*) has considered and endorsed the proposed amendment.
2. The Council of the School has considered and endorsed the proposed amendment, and any other associated risks and costs.
3. Planning and Resources Committee (*if relevant*) has considered and approved the business case and any other associated costs.

Signature: Date: |

**Please append the current programme specification and a copy of the regulations from Statutes and Ordinances with proposed changes indicated.**