**Minor 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 Major Modifications Form*.

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| **Course Title** *Please include the existing and new title if the title is to be modified.* | |
| **Final award** | |
| **Lead administering Department / Faculty** | |
| **School** | |
| **Key academic contact** | |
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| **Date modification(s) are to be advertised** |  |
| **Date modifications will be delivered from** |  |
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| 1. **Proposed changes** | |
| Please indicate below exactly what modifications are being proposed: | |
| Current practice | Proposed modifications(s) |
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| 1. **Rationale** | |
| Please cross-reference, where applicable, to relevant recommendations arising from internal review or development processes (such as Education Monitoring and Review) and external organisations (such as reports from professional bodies, government strategies or priorities, learned societies, or as a consequence of external funding). | |
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| 1. **Number of students** | |
| For undergraduate courses, in the current year or Part to be modified; for postgraduate courses, please provide the number of the current cohort. | |
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| 1. **Consultation with students** | |
| Is there a current intake on the course? Yes No | |
| If yes, will students complete the course prior to the change taking effect? Yes  No | |
| 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. **Evidence should be provided as an appendix to this form. Approval will not be granted for any change without evidence of student consultation.** | |
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| 1. **Students on Intermission** | |
| Are there any students currently on intermission? Yes  No | |
| Please outline how the proposed change(s) will impact intermitting students on their return and how this will be managed. | |
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| 1. **Borrowed / shared units** | |
| Does this course borrow/share units from or with another course? Yes No | |
| Does the change affect any papers that are currently being borrowed or shared?  Yes No | |
| If yes, please confirm the Faculty or Department have been consulted, and are in agreement with the proposed changes by attaching a relevant minute or email confirmation. | |
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| 1. **Professional Accreditation** | |
| Are there any professional, statutory, regulatory or accrediting bodies?  Yes No | |
| If yes, please provide the name(s) of the relevant body or bodies and confirm that they have been consulted and are in agreement with the proposed change: | |
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| 1. **Course length and residency requirements** | |
| Will the proposed changes affect or change the course length or residency requirements?  Yes No | |
| If yes, please provide further details:  *Please note proposed changes to residence if different to Chapter II of Statutes and Ordinances may require approval beyond ASEC. Advice should also 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) | |
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| 1. **Part-time courses only: Please outline the structure of delivery of teaching** | |
| *For example: one day a week for a year; a two week block every term.* | |
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| 1. **Student workload** | |
| Please outline the expected student workload per week in term. *Triposes should refer to the published* [*Supervision norms*](https://www.seniortutors.admin.cam.ac.uk/files/supervisionnorms.pdf). | |
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| 1. **Resource implications** | |
| Are there any resource implications of the modifications? Yes No  If yes, please ensure that Faculty Board (or equivalent body) and the School (or equivalent body) have agreed the change in resources and append approval to this form. | |
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| 1. **Advertising** | |
| Has the course been advertised for future intakes? Yes No | |
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| 1. **Offers of admission** | |
| Have offers of admission already been made for future intakes? Yes No | |
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| 1. **Academic Technology Approval Scheme** | |
| Does the course require ATAS? Yes No | |
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| 1. **Approval** | |
| Faculty Board (and/or Degree Committee if relevant) has considered and endorsed the academic case and any changes to the resourcing of the course 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 any changes to the resourcing of the course and any other associated risks and costs.  *(Please insert relevant minute including the date of the decision)* | |
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| 1. **Regulations** | |
| Please attach revised course regulations with tracked changes indicating the proposed modifications. | |
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| 1. **Programme Specification** | |
| Please attach the revised Programme Specification with tracked changes indicating the proposed modifications. | |