**Minor Course Amendment form (All taught provision)**

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| **Course Title** *Please include the existing and new titles if the title is to be modified.* | | |
| **Final award** | | |
| **Lead administering Department / Faculty** | | |
| **School** | | |
| **Key academic contact:**  **Admin contact:** | | |
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| **Date amendment to be advertised** |  | |
| **Date amended course begins** |  | |
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| 1. **Proposed changes** | | |
| Please indicate below exactly what amendment is being proposed: | | |
| Current practice | | Proposed amendment |
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| 1. **Rationale** | | |
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| 1. **Current number of students** | | |
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| 1. **Consultation with students** | | |
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| 1. **Students on Intermission** | | |
| Please outline how the proposed amendment will impact intermitting students on their return and how this will be managed. | | |
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| 1. **Borrowed / shared papers** | | |
| If the proposed amendment affects another course which borrows from this course, please confirm the relevant faculty or department has been informed. | | |
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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** | | |
| 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) | | |
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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 any impact the proposed amendment will have on student workload. | | |
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| 1. **Resource implications** | | |
| If the proposed amendment has resource implications, please confirm that the Faculty Board (or equivalent body) and School (or equivalent body) have agreed to the change. | | |
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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** | | |
| Please confirm that the Faculty Board (and/or Degree Committee if relevant) and School have 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 minutes including the date of the decision)* | | |
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| 1. **Regulations** | | |
| Please attach revised course regulations with tracked changes indicating the proposed amendment. | | |
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| 1. **Programme Specification** | | |
| Please attach the revised Programme Specification with tracked changes indicating the proposed amendment. | | |