**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**
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| 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**
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| 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**
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| 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**
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| Are there any professional, statutory, regulatory or accrediting bodies?Yes **[ ]** No **[x]**  |
| 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**
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| 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**
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| *For example: one day a week for a year; a two week block every term.* |
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| 1. **Student workload**
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| Please outline any impact the proposed amendment will have on student workload. |
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| 1. **Resource implications**
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| 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**
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| Has the course been advertised for future intakes? Yes **[ ]** No **[ ]**  |
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| 1. **Offers of admission**
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| Have offers of admission already been made for future intakes? Yes **[ ]** No **[ ]**  |
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| 1. **Academic Technology Approval Scheme**
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| Does the course require ATAS? Yes **[ ]** No **[ ]**  |
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| 1. **Approval**
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| 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**
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| Please attach revised course regulations with tracked changes indicating the proposed amendment. |
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| 1. **Programme Specification**
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| Please attach the revised Programme Specification with tracked changes indicating the proposed amendment. |