



## Academic Policy Statement APS 28:

### Making Changes to Published Programme Related Information

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#### 1. Introduction

The purpose of this policy is to strike the balance between the reasonable expectations of students who, based on information given to them, have accepted places on a University programme (or who are progressing through a programme); and changes made to programmes due to the need to:

- (i) keep the curriculum current and reflect best practice;
- (ii) enhance learning, teaching and assessment;
- (iii) respond to legal, PSRB<sup>1</sup>, UK Quality Code or Office for Students (or similar) requirements;
- (iv) unforeseeable events and/or circumstances that are beyond the University's reasonable control, that has a disruptive effect on the University's ability to deliver academic or other services also known as "Force Majeure Event"<sup>2</sup>
- (v) respond to student demand; and
- (vi) address other challenges such as low demand for programmes as of 17 October 2017

programmes delivered

Where it is necessary the University is committed to providing information about the changes on their studies taking into account that change to be made

#### 2. Commitments to students by the University

##### 2.1 Programme information

For students offered places on a programme, or enrolled on a programme, the following should normally remain unchanged throughout the normal period of a student's enrolment on the programme (unless changes are necessary to meet obligations related to legal, PSRB, UK Quality Code, Office for Students (or similar) requirements or "Force Majeure Event"):

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<sup>1</sup> Professional/statutory/regulatory bodies

<sup>2</sup> Such events may include but are not limited to health-related epidemics/or pandemics, war, changes to the law, or any actions taken by the government or other public authority, that unavoidably impacts on our ability to deliver business as usual. If an event occurs which is disruptive but it can be reasonably managed with little or no disruption to services, then the University would not treat such an event as a force majeure event



## If a Force Majeure Event

#### 4.1.2 Delivering compulsory modules

All compulsory modules will normally be offered as per the description in the programme specification, module narratives marketing materials and current handbook other than the:

- syllabus content;
- learning materials;
- members of staff;
- assessment tasks;
- assessment type and weighting (which may change subject to continuing to be consistent with the programme learning, teaching and assessment strategy); and
- location;

which may be subject to change.

#### 4.1.3 Changes to compulsory modules

Exceptionally, e.g. to meet legal requirements or respond to a Force Majeure Event, it may be necessary to withdraw a compulsory module, or to amend it beyond the limits as prescribed in 4.1.2. Where this occurs, the University will make appropriate changes to progression requirements in order to ensure that students are not disadvantaged in meeting their award requirements, for example substitution of a new module.

### 4.2 Optional modules

#### 4.2.1 Offering optional modules

As it may not always be possible to deliver optional modules due to student demand, availability of staff etc. not all advertised option modules may be delivered. Publicity and programme e saw



