General Regulations 2023-24
Section 02 – Changes to Regulations and Courses

Owner: Dean of Students

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# Changes to General Regulations

* 1. Regulations that are common to all students and by which the University regulates the whole University community may be changed from time to time. Such regulations include (but are not limited to):
		1. The General Student Regulations;
		2. Regulations covering:
			1. the conduct of examinations and assessments;
			2. the constitution, terms of reference and procedures of any committee, board, or office-holder.
	2. Such changes will usually be brought into effect at the start of the academic year and the changes will be published on the University’s website prior to the start of the academic year.
	3. The University may make changes to such regulations during the academic year to address unanticipated circumstances that affect the quality, standards or the delivery of a course or to comply with a recommendation, direction or order made by a court, the Office for Students (OfS), The Quality Assurance Agency for Higher Education (QAA), the Office of the Independent Adjudicator for Higher Education (OIA) or other external regulatory, validating or accrediting body. In this case such changes will be notified to the students by email as well as being published on the University’s website.

# Changes to “Programme” Regulations

* 1. Regulations that apply to an individual student’s performance on a programme of studies will usually be changed with respect to new students only (that is, those who have not already registered as students on the relevant course or module at the time of the proposed change). Such regulations include (but are not limited to):
		1. Degree Regulatory Frameworks;
		2. Course Specifications;
		3. Progression rules
	2. Such changes will usually be brought into effect at the start of the academic year and the changes will be published on the University’s website prior to the start of the academic year.
	3. However, the University may change such regulations with respect to continuing students (that is students, who have already registered as students of the University on that programme of studies at the time of the proposed change) where:
		1. the changes are:
			1. non-material; or
			2. beneficial to students; or
			3. reasonably required to address unanticipated circumstances that affect the quality, standards or the delivery of a course; or
			4. reasonably required to comply with a recommendation, direction or order made by a court, the OFS, the QAA, the OIA or other external regulatory, validating or accrediting body; or
			5. reasonably required to comply with the University’s legal obligations (including but not limited to health and safety law obligations and equality law obligations); or
			6. required as a result of circumstances outside the University’s control; or
			7. the majority of affected students have, directly or by their representatives, agreed to the change.
	4. In this case the University shall use its reasonable endeavours to provide reasonable notice in advance of any such changes and such changes will be notified to the students by email as well as being published on the University’s website.
	5. Where it is not reasonably practicable to apply previous versions of regulations to part-time students or students who will not complete within the usual period for the specific course (including where a student has had a break from studies) then due to the potential length of the period of registration until they complete their course, the University may make changes to such regulations. Such changes will usually be brought into effect at the start of the academic year and the changes will be notified to the students by email as well as being published on the University’s website.
	6. Where the University has changed such regulations with respect to continuing students, an affected continuing student may, in writing, request the Head of School to agree an exceptional change to their programme of studies or other remedy to mitigate any specific detriment suffered by that student. A student who is unhappy with the decision of the Head of School may complain to the Deputy Vice-Chancellor: Academic in accordance with the Complaints Policy.

# Non-Regulatory Changes to Courses

* 1. The University may make alterations to the non-regulatory aspects of courses (that is, aspects not covered by regulations, such as the timetable, location, number of classes, certain content and method of delivery) where:
		1. the changes are:
			1. non-material; or
			2. beneficial to students; or
			3. reasonably required to address unanticipated circumstances that affect the quality, standards or the delivery of a course; or
			4. reasonably required to comply with a recommendation, direction or order made by a court, the OFS, the QAA, the OIA or other external regulatory, validating or accrediting body; or
			5. reasonably required to comply with the University’s legal obligations (including but not limited health and safety obligations and equality obligations); or
			6. required as a result of circumstances outside the University’s control; or
			7. the majority of affected students have, directly or by their representatives, agreed to the change.
	2. The University shall use its reasonable endeavours to provide reasonable notice in advance of any such changes.
	3. For the avoidance of doubt, non-material non-regulatory changes include (but are not limited to):
		1. changes of location within North campus or within City campus;
		2. changes to location between North Campus and City campus where 24 hours’ notice has been given;
		3. temporary changes to the timetable where 24 hours’ notice has been given;
		4. permanent changes to the timetable where 4 weeks’ notice has been given.
	4. Where the University has changed non-regulatory aspects of a course with respect to continuing students, an affected continuing student may request the Head of School to agree an exceptional change to their programme of studies or other remedy to mitigate any specific detriment suffered by that student. A student who is unhappy with the decision of the Head of School may complain to the Deputy Vice-Chancellor: Academic in accordance with the Complaints Policy.

# Withdrawal of Courses

* 1. If the University discontinues a Course, or combine it with others, the University shall use its reasonable endeavours to make arrangements to allow students registered on the Course to complete the Course. Exceptionally, this may include:
		1. Changing the medium of delivery (for example, online or blended delivery);
		2. Providing the Course on a compressed timetable
		3. making arrangements for the student to complete the Course at a different institution but will not require the University pay tuition fees that are substantially more than the Fees the student has been charged.