

# General Regulations

## 2020-21

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# General Regulations

## *Section 01 - Application, Interpretation and Transitional Provisions*

### *2020-21*

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## **1 Application**

- 1.1 These General Regulations (sections 00 and 01), the Academic Regulations and the General Student Regulations (together the Regulations) apply to all students registered or enrolled at the University, save as provided for by regulation 3 below.
- 1.2 The Academic Board (or the Chair/Vice Chair acting on its behalf) may consider requests for the suspension of the Regulations in a particular case. Applications for suspension of the Regulations should be made through the University Secretary's Office.
- 1.3 Where more than one process is underway, whether under the General Student Regulations, the Academic Regulations or Course Specific Regulations, the University Secretary may direct that one or more processes be suspended pending the determination of another process.

## **2 Interpretation**

- 2.1 In the Regulations, unless the context indicates otherwise:
  - 2.1.1 words expressed in any gender include any other gender;
  - 2.1.2 words expressed in the singular include the plural and words expressed in the plural include the singular;
  - 2.1.3 references to any regulation, sub-regulation, schedule, appendix or paragraph without further designation will be construed as references to the regulation, sub-regulation, schedule, appendix or paragraph so numbered in the same section in which the reference is found;
  - 2.1.4 any words that follow 'include', 'includes', 'including', 'in particular' or any similar words and expressions shall be construed as illustrative only and shall not limit the sense of any word, phrase, term, definition or description preceding those words;
  - 2.1.5 The definitions and interpretation in Schedule 1 shall apply to the Regulations.
  - 2.1.6 words and phrases which are defined in the Academic Regulations or General Student Regulations shall, subject to any definitions set out in Schedule 1 and unless the context requires otherwise, bear the same meanings throughout the Regulations;
- 2.2 In the Regulations any acts or decisions that would normally require the authority of a board, committee, sub-committee or other multi-member body, but for reasons of urgency or fairness to the student need to be made between meetings of the relevant body, may be made by the Chair of the relevant body (by Chair's Action) and reported to the relevant body. The power to act or decide a matter by way of Chair's Action may be restricted by prior resolution of the relevant body. Any act or decision taken by Chair's Action shall have the same effect and validity as a decision of the relevant body.
- 2.3 In the Regulations:
  - 2.3.1 reference to any named post or officer shall include their deputy or any nominee appointed by the named officer for the purposes set out in the Regulations generally or for a specific matter; and

2.3.2 If the title of a post, office, committee, sub-committee or board in the University changes, this shall not invalidate the powers of the post-holder, officer, committee, sub-committee or board named in the Regulations. The post-holder, officer, committee, sub-committee or board, under the amended title, or their successor or an equivalent post-holder, officer, committee, subcommittee or board shall have the same powers.

2.3.3 In the event that a post, office, committee, sub-committee or board having responsibilities under the Regulations is deleted or disbanded, the University Secretary may by notice on the University's website substitute an alternative post, office, committee, sub-committee or board

2.3.4 Reference to any legislation is a reference to that legislation as amended, extended, re-enacted or consolidated from time to time.

### **3 Transitional Provisions**

#### Continuing Students

- 3.1 Where a matter pre-dates the adoption of the current version of the Regulations, but no process has started before current version of the Regulations came into force, the University Secretary may agree that the matter can be dealt with under the previous regulations where it would be in the interests of fairness to do so.

#### Continuing Processes

- 3.2 Any process, such as processes under the disciplinary regulations or complaints procedure, already underway when the current version of the Regulations came into force shall continue to be dealt with in accordance with the policies and regulations in force at the time the process was started.

### **4 Modification of Procedures**

- 4.1 Reasonable adjustments will be made to any procedure prescribed by the Regulations, so that a disabled student is not substantially disadvantaged by the procedure.
- 4.2 In the interest of fairness in a particular case, the Chair/Vice-Chair of the Academic Board may
- 4.2.1 substitute any person of suitable seniority in the University for any person otherwise entitled or required to act under the Regulations; and/or
- 4.2.2 alter the procedures prescribed by any of the Regulations; provided that the substitution or alteration is not to the material detriment of the student.

## Schedule 1. Definitions

In these regulations, the Academic Regulations and the General Student Regulations unless the context otherwise requires the following terms shall have the meanings given to them below:

Academic Probation	Conditional enrolment or reenrolment of a student where conditions are applied to encourage such students to take appropriate action to improve their academic performance and ensure their engagement with their Course.
Academic Regulations	The regulations adopted by the Academic Board governing the standards of the University's awards; the responsibilities of students; the formal roles played by staff in relation to admission to the University's courses and programmes of study, assessment of students' work and conferment of awards; and the role of external examiners.
Academic Year	The time from the beginning of the Autumn Term in one calendar year to the specified date of the end of the Summer vacation in the following calendar year. The University's teaching year shall be separately determined for individual schemes or courses
Accreditation	In the context of APL, credit-rating a course or giving credit to an individual applicant or student in respect of prior learning.
Accredited Course	A Course which has professional, statutory or regulatory body accreditation.
Alum	An alumnus or an alumna of the University
APL	Accreditation of prior learning, comprising two components:  'APCL' means the accreditation of prior certificated learning which has been assessed by the University or comparable body; 'APEL' means the accreditation of prior experiential learning which has not previously been assessed by the University or comparable body and is therefore uncertificated.
Applicant	A person seeking entry as a student to one of the University's courses or schemes;
Assessment, Organised into an Assessment Scheme,	The process by which a student is required to demonstrate to the satisfaction of the examiners that he or she has achieved the learning outcomes and fulfilled the academic requirements of the module or course; on behalf of the University, internal and external examiners 'assess' the student's work against the learning outcomes and requirements of the module or course;
Assessment Board	Means a board, comprising of internal and, as appropriate, external examiners and also a secretary, which has powers laid down by Academic Board and the Academic Regulations to manage the process of assessment. There shall be two types of assessment boards: Awards Boards, which have delegated powers to confer awards on students, subject to these regulations; Subject Standards Boards, which have powers to set and monitor standards;
Assessment Criteria	Indicators of how students' achievement of learning outcomes of an item of assessed work, a module or a course shall be demonstrated and evaluated;

Autumn Term	The academic term starting after the summer vacation as specified on the University's webpages
Award	One of the Degrees, Honorary Degrees, Diplomas or Certificates from time to time approved by the Board of Governors under the University's Laws and listed in these Regulations; all awards shall be governed by an 'awards descriptor' which shall assign the award to a level of study and, where appropriate, credit-rate the award, having regard to the standards generally accepted for UK higher or further education; Statements of Credit, or of Attendance, or of Completion, or of Exceptional Achievement are not 'awards' of the University;
Building Manager	Facilities Manager or such other persons appointed by the Campus Operations Manager to manage the front of house teams and to be responsible for the day to day health & safety of University buildings.
CAS	Confirmation of Acceptance for Studies
Certificate	A formal document issued on behalf of the University which verifies that a student has achieved a specific award;
Collaborative Provision	Courses which are offered in partnership with other organisations including other educational institutions and which lead to awards of the University;
Competency Standard	A competence standard as defined by the Equality Act 2010.
Completed Module	An undergraduate module is deemed to be completed where the student has passed the module on aggregate or has obtained a mark of at least 30%
Completion of a Level of Undergraduate Study	That a student has completed (120 credits per level) and passed (90 credits at Level 4, 90 credits at Level 5) sufficient modules to progress without any requirement to repeat modules or assessment from a lower level.
Completion of Procedures Letter	A letter issued by the University when a student exhausted the University's internal procedures.
Course	A group of modules approved in accordance with the University's systems and arrangements in place for managing the quality and standards of taught provision, as forming a coherent pattern of instruction and assessment leading to an award; from one or more 'courses' a student may select and propose for approval an individual programme of study leading to an award with a specific title or credit towards that award; courses at the University are normally grouped into 'schemes' each governed by a 'regulatory framework'.
Course Committee	A board comprising academic and administrative staff and a secretary which has powers laid down by Academic Board to manage the operation of courses and give particular consideration to course evaluation by students;
Course Handbook	A handbook prepared by the University for each cohort of each Course and containing the Course specification, as well as other useful information.
Course Leader	A person appointed by a Head of School to be responsible for managing a course;
Course Specific Regulations	Regulations that are specific to a particular Course which augment, and are subservient to, the overall Scheme Regulatory Framework

Coursework	Assessed work which is not an examination;
Credit or General Credit	The value ascribed through the systems and arrangements in place for managing the quality and standards of taught provision, to the learning outcomes of a module, course or award having regard to what is achievable in a given number of learning hours and to the standards generally accepted for UK higher or further education; unless otherwise specified in the text, credit refers to UK CATS points. Other credit frameworks will be mentioned explicitly where necessary;
Credit-Rating	The procedure of ascribing value to a module, course, or award having regard to the standards generally accepted for UK higher or further education;
Days	Any period expressed a period of days shall mean clear working days and shall exclude the days by which the period is calculated. For example, a document to be sent at least 3 days before a hearing shall exclude the days on which the item was sent and the day of the hearing when counting the 3 days. Working days shall mean Monday to Friday, excluding public holidays or days when the University is closed.
DBS	Disclosure and Barring Service
Dissertation	A substantial piece of independent work, synthesising earlier learning, which may be a written piece of work, a project incorporating a report, an artefact incorporating a commentary or equivalent piece of work original to the author, critically reflective and, unless exceptional circumstances prevail, produced under staff supervision;
Documentation	all forms of record, whether written, typed, electrically or electronically recorded and whether on paper, tape, film, disk or other material;
Enrolment	The process by which a student officially becomes part of the University and gains access to course materials and will become eligible for full fees.
Evision	The web portal for the University's student information system.
Examination	An invigilated time-constrained assessment which shall be one of the following types: 'unseen' where the examination paper has not been issued in advance to the student; 'seen' where the examination paper has been issued in advance to the student; 'prepared' where the student has been issued with a preparatory seen paper (e.g. case study) which he or she may bring into the examination room to assist them in answering an unseen paper; 'open' where the student may bring any supporting materials into the examination room; 'closed' where students may not bring any supporting materials into the examination room; 'restricted' where the student may bring specified supporting materials into the examination room;

Exemption	A module or part of a course which is not required to be taken by a student;
Exit Point	A stage in a course where a student may withdraw from a course and, having achieved the learning outcomes and fulfilled the requirements for an intermediate award, shall be conferred with that award;
Expulsion	A decision to terminate an individual student's status where they shall cease to be a student of the University (this includes students enrolled on a course of the University delivered via a collaborative arrangement by another institution). Such students shall be permanently excluded from the University's premises and the use of its facilities and shall not be permitted to complete the award of the University for which they are enrolled;
External Examiner	A person external to the University appointed under Procedures determined by Academic Board who verifies the standards of courses leading to the University's awards, or the standards of modules contributing to those courses, as being generally accepted for UK higher or further education. External examiners, annually, give an opinion on the standard of performance of students of the University in relation to their peers on comparable courses; 'external examiners' of research degrees verify that an individual student, via production of a thesis or dissertation amongst other things, has reached the required standard for the conferment of a research degree; For taught courses, 'Subject Standards Examiners' and 'Awards Examiners' are the two types of external examiner;
External Student	A student studying on a course leading to a University award who is not enrolled directly by the University;
Fees	Any sum payable by a student in respect of tuition, supervision, assessment or conferment. There may be additional charges for other goods or services.
Fees	Any fee, deposit or other charge related to a student's studies levied on an applicant or a student by the University;
Fitness to Study / Fit to Study	As defined in Section 5 of the Academic Regulations
Friend	A friend, guardian or representative of the student (but not a qualified lawyer) provided such person is a Student of the University, a member of staff or officer of the Students' Union, a member of staff of the University, or a member of the Student's family. A person who shall normally be a member of staff or student of the University, appointed by a student to assist him or her in the conduct of his or her case at a hearing;
General Students Regulations	Regulations adopted by the Academic Board
Head of School or Head of Department	A head of a teaching department, or head or director of a professional service area;
Hearing	A formal meeting, as provided by these Regulations, to consider an allegation concerning academic misconduct or a representation against termination of a student's status as a student;



INAR	An Individual Needs Assessment Report. That is a report setting out recommendations of the University's Disability and Dyslexia Service regarding steps that may be reasonable to take to avoid substantial disadvantage a disabled person faces compared with people who are not disabled.
Intermission of Study	An exceptional decision permitting an enrolled student to suspend their studies midway through an academic year. Such approval is exceptional and discretionary and may permit intermission for the remainder of a semester or the remainder of the academic year. The maximum period of intermission shall normally be one year.
Internal Examiner	A member of the University's staff appointed under Procedures determined by Academic Board to set and/or mark items of assessed work and, in association with external examiners, verify the standards of the University's awards as those generally accepted for UK higher or further education;
Interruption from Study	A student who notifies the University of their intention to suspend their studies for a semester or academic year prior to enrolment. The maximum period of interruption shall normally be one year.
Item of Assessed Work	For example, a single examination, essay, design, artefact, piece of artwork, piece of groupwork, project, dissertation, thesis, presentation, prepared for submission for assessment;
ITS Facilities	The University's computer facilities (whether owned or provided under licence, and whether provided on or off premises) and access to its computer networks
Learning Outcomes	Demonstrate what a student is expected to know, understand or do after completion of a process of learning;
Leave of Absence / Break of Studies	Interruption, intermission or an exceptional change to a programme of study as approved in accordance with Section 3 of the Academic Regulations.
Level	The academic standard of a module, course or award, having regard to the relative learning demand, complexity and depth of study implied by the learning outcomes and the autonomy of the learner and to the standards generally accepted for UK higher or further education;
Level Descriptor	A generic statement describing the learning demand, characteristics and context of learning expected at each level against which specific learning outcomes and assessment criteria can be reviewed. The relevant descriptor shall be used to design and validate modules and credit-rate them at the appropriate level;
Libraries	The University's libraries, special collections and their resources (including online resources and similar resources at other institutions that may be made available by the University's libraries).
Marking Criteria	Indicators of how the standards of students' performance in assessment shall be evaluated and individually differentiated;

Marks	The numerical measurement of a student's performance in assessment; 'pass mark' shall mean a mark which signifies achievement of the minimum acceptable learning outcomes and fulfilment of the minimum academic requirements of an item of assessed work, or a module or a course and achievement of the relevant learning outcomes;
Mitigating Circumstances	Circumstances that are acute, severe, unforeseen and outside a student's control that occur immediately before or during the assessment period in question.
Moderation	The consideration of students' marks and results and the consequent adjustment of marks to ensure that marking standards are consistent across the group of students, consistent with standards generally accepted for UK higher or further education;
Module	Part of a course, with learning outcomes, a syllabus and assessment scheme, assigned to a level of study and, where appropriate, credit-rated. The range of module types are as follows: 'core module' a module compulsory for study in a programme 'designate module' a module chosen by the student from a list of modules specified for study in a programme - 'elective module' a module chosen by the student from a University-wide range of modules at the appropriate level and for which the student has passed any prerequisites - 'option module' a module chosen by the student from a range of modules designed to provide opportunities for breadth (extension of knowledge or a modern language module) and depth (subject specific option module). - 'prerequisite module' a module specified for prior study normally to be passed before other specified modules are taken 'corequisite module' a module specified for parallel study with other specified modules
Module Internal Examiner	The lead internal examiner for a module;
Module Leader	A person appointed by a Head of School to be responsible for managing a module;
Module Outline	A Description of The Learning Outcomes, Curriculum and Assessment Scheme for a Module
OFS	Office for Students
Offer-holder	A person to whom an offer of a place on a course has been issued.
OIA	Office of the Independent Adjudicator
Part time (Undergraduate)	A student who has 90 or fewer credits registered for the academic year.
Partner Institutions	An organisation with whom the University has a formal relationship regarding the recognition or validation of the quality of that institution's academic programmes including academic franchises.

Pathway or Named Route through a Course	A particular combination of modules which lead to a variant of the main award;
Personal Academic Tutor	A member of academic staff responsible for approving individual programmes of study for students and providing, among other things, authoritative advice and guidance to students on academic and related matters.
Post-Experience	A standard entry requirement for some awards where students are required to have gained prior experience in the workplace;
Premises	Any premises owned or occupied by the University.
Proctor	<p>A person nominated by a Head of School to deal with actual and possible non-academic breaches of the Standard of Conduct by students belonging to that School and therefore has the authority to impose sanctions where minor misconduct is shown to have taken place.</p> <p>In exceptional cases or in cases involving a sabbatical officer of the Students' Union a Proctor may be nominated by the University Secretary.</p> <p>A special Proctor may be nominated by a Head of School for a particular allegation of misconduct.</p> <p>A Proctor's authority to act may be confirmed retrospectively in cases where it has been called into question.</p> <p>Unless a Proctor is disqualified from acting for reasons of actual or apparent bias, the Head of School or University Secretary's confirmation of the Proctor's authority shall be final.</p>
Professional Services Department	The principal non-academic divisions of the University.
Programme Approval	The process by which each individual student's programme of study is approved by an 'authorised programme approver';
Programme of Research or Research Programme	In the case of research degrees, the total combination of taught elements, supervisory sessions and independent study undertaken by the student in fulfilment of the requirement for a research degree award;
Programme of Study	The module or group of modules, within a taught course or a scheme, approved to be followed by an individual student leading to an award with a specific title or to credit towards that award; two students on the same course may therefore study two different programmes;
Progression	A review of student performance that takes place at defined points (normally the end) of an academic year. The outcome is a progression decision which determines whether and at what level a student may re-enrol for the following year and identifies any requirements where a level has not been fully completed.
Project	A substantial single item of assessed work normally greater than an essay;
QAA	Quality Assurance for Higher Education

Reassessment or Resit	The opportunity offered, without the requirement to re-enrol on a module, to a student to make good a failure to satisfy the Assessment Board that he or she has achieved the learning outcomes and fulfilled the academic requirements of the module; this may include failure through absence from examinations or non-submission of assessed work;
Registration	The process by which a student signs a contract with the University indicating that they unconditionally agree to the conditions for acceptance of a place on a University course (or programme of research for research degree students) and provides proof of qualifications
Relevant Activities	Any regulated activity within the meaning of the Safeguarding Vulnerable Groups Act 2006 or any activity or work that is exempt from the provisions of the Rehabilitation of Offenders Act 1975.
Relevant Course	A Course which has professional, statutory or regulatory body accreditation, or which involves a Relevant Placement and is exempt from the Rehabilitation of Offenders Act 1975.
Relevant Placement	A placement that involves Relevant Activity
Results	The marks given to the student for items of assessed work, either singly or in aggregate;
Retail Price Index	The Retail Price Index published by the Office for National Statistics or any other suitable cost-of-living index selected by the Vice-Chancellor.
Retake	The opportunity offered, with the requirement to re-enrol on a module, to a student to make good a failure to satisfy the Assessment Board that he or she has achieved the learning outcomes and fulfilled the requirements of the module;
Scheme	A group of courses governed by a common regulatory framework;
Scheme Regulatory Framework	A set of regulations, consistent with these Regulations, governing a scheme;
School	The principle academic divisions of the University
School Office	The team designated to deal with students and academics.
School Nominee	A member of University staff appointed by the Head of School to deal with concerns about a student's continuing fitness to study under Section 5 of the Academic Regulations
Semester	The first (Autumn) or second (Spring) taught session of the academic year;
Senior Staff	The Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellors, the Chief Finance Officer and the University Secretary.
SLC	The Student Loans Company
Special Examination	An examination conducted in an environment exclusively for students with disabilities or other special needs;
Specific Credit	The number of credits at specified levels which the University will award to an individual student in recognition of prior learning assessed as being equivalent to part of a course leading to a named University award;
Spring Term	The academic term starting after the New Year's Day bank holiday as specified on the University's webpages

Standard of Conduct	The standard of conduct expected of all students as set out in Section 9 regulation 3 of the General Student Regulations
Student Rep	A student elected by their peers to represent the voice of students on that course
Student	Any person registered as a student of the University (whether enrolled or not); and the sabbatical officers and other officers of the Students' Union
Students' Union	London Metropolitan University Students Union, a company limited by guarantee registered under company number 08576499
Subject or Field	A recognised academic area of work normally bounded by common intellectual subject matter and disciplinary approaches;
Summer Term	The academic term starting after the Easter Monday bank holiday as specified on the University's webpages
Suspension	A decision that an individual student shall be excluded from the University's premises and/or use of its facilities, or part of them, for a specified period;
Termination of a Student's Registration	A decision to terminate a student's enrolment at the University where they shall cease to be a student of the University.
Thesis	A substantial piece of independent work making an original contribution to knowledge;
Transcript	A document issued on behalf of the University which verifies the marks given to a student in respect of individual modules within a course;
Under 18s Code	The additional rules and policies published by the University Secretary relating to the registration of offer-holders who are under 18 years of age on the day of registration.
University	London Metropolitan University, a company limited by guarantee and not having a share capital registered under company number 974438
Withdrawal	A decision by a student to leave their course before they have completed the programme which they are enrolled, without intending to return.

# General Regulations

## *Section 02 - Changes to Regulations and Courses*

*2020-21*

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## **1 Changes to General Regulations**

- 1.1 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):
  - 1.1.1 The General Student Regulations;
  - 1.1.2 Regulations covering:
    - 1.1.2.1 the conduct of examinations and assessments;
    - 1.1.2.2 the constitution, terms of reference and procedures of any committee, board, or office-holder.
- 1.2 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.
- 1.3 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 OFS, the QAA, the 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.

## **2 Changes to "Programme" Regulations**

- 2.1 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):
  - 2.1.1 Degree Regulatory Frameworks;
  - 2.1.2 Course Specifications;
  - 2.1.3 Progression rules
- 2.2 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.
- 2.3 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:
  - 2.3.1 the changes are:
    - 2.3.1.1 non-material; or
    - 2.3.1.2 beneficial to students; or
    - 2.3.1.3 reasonably required to address unanticipated circumstances that affect the quality, standards or the delivery of a course; or
    - 2.3.1.4 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

- 2.3.1.5 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
- 2.3.1.6 required as a result of circumstances outside the University's control; or
- 2.3.2 the majority of affected students have, directly or by their representatives, agreed to the change.
- 2.4 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.
- 2.5 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.
- 2.6 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 in accordance with Section 14 of the Academic Regulations - Complaints

### **3 Non-Regulatory Changes to Courses**

- 3.1 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:
  - 3.1.1 the changes are:
    - 3.1.1.1 non-material; or
    - 3.1.1.2 beneficial to students; or
    - 3.1.1.3 reasonably required to address unanticipated circumstances that affect the quality, standards or the delivery of a course; or
    - 3.1.1.4 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
    - 3.1.1.5 reasonably required to comply with the University's legal obligations (including but not limited health and safety obligations and equality obligations); or
    - 3.1.1.6 required as a result of circumstances outside the University's control; or
  - 3.1.2 the majority of affected students have, directly or by their representatives, agreed to the change.



- 3.2 The University shall use its reasonable endeavours to provide reasonable notice in advance of any such changes.
- 3.3 For the avoidance of doubt, non-material non-regulatory changes include (but are not limited to):
- 3.3.1 changes of location within North campus or within City campus;
  - 3.3.2 changes to location between North Campus and City campus where 24 hours' notice has been given;
  - 3.3.3 temporary changes to the timetable where 24 hours' notice has been given;
  - 3.3.4 permanent changes to the timetable where 4 weeks' notice has been given.
- 3.4 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 in accordance with Section 14 of the Academic Regulations - Complaints.

#### **4 Withdrawal of Courses**

- 4.1 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:
- 4.1.1 Changing the medium of delivery (for example, online or blended delivery);
  - 4.1.2 Providing the Course on a compressed timetable
  - 4.1.3 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.