

Material Course Information and Consent for Change

Background

Consumer law requires the University to publish a set of information about its courses for applicants that reflects what the student can expect their course to be. This information covers course structure, delivery, content and fees. It is part of our contractual terms. In law, contractual terms should not be changed without the consent of both parties.

In applying this principle within the HE environment we aim:

- provide clarity and assurance for applicants/ students through the provision of reliable material information;
- maintain our enhancement culture while acting in a way that applicants and students would deem reasonable;
- consult and where necessary, gain applicant/ student consent for proposed material changes to current course deliveries;
- limit the impact of material change by managing change timescales and introducing change incrementally.

Detail of Material Information

According to Competition and Markets Authority (CMA) sanctioned guidance, material information comprises of:

Course Specific Information - We share this information with applicants via the Online Prospectus and with students via Course Handbooks, Module Guides and the Virtual Learning Environment

- award and title
- course length
- accreditation details
- course overview and learning outcomes
- timetable information and start/ end date
- workload balance/ volume and assessment mix
- discrete info for distance learners, part timers and/ or international students
- awarding institution
- location of study
- full admission criteria
- teaching and learning activities
- course structure and core/ indicative option modules
- feedback approach
- staff contact information

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Financial Information

- Tuition fees and additional fees (e.g. for field trips or equipment)
- when payment is required and how arrangements may change for future years
- accommodation
- financial support info

Other Information

- Details of the sector regulator
- Complaints processes
- Full terms and conditions upon offer
- Applicable regulations and policies

Process

Prior to any material course changes being progressed, Schools are required to submit for institutional Consent for Change, using a standard template. Quality Assurance Services (QAS) will confirm institutional approval to progress the change, any applicant/ student and/ or external consent required to progress the change, the appropriate change process to use and an implementation schedule for the revised course.

Types of Consent

The three types of consent required:

1. **University consent** - to progress the planned change (always start here).
2. **Applicant consent** - to agree changes to offer made (if material – QAS will advise).
3. **Student consent** - to agree material changes to contractual course content/ delivery (if material – QAS will advise).

NB – If applicants do not consent to a material change, this does not stop the change being introduced but releases them from their offer. If students do not consent to a material change, we are contractually obliged to maintain their original course structure and content.

Contacts and Further Information

[Academic Regulations](#)

[Consent for Change Request Template](#) for Staff

Staff with queries should contact [Quality Assurance Services](#)

Students with queries should contact their course team