

# Material Course Information & Consent for Change



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:

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

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

## Course Specific Information\*

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

## Financial Information

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

## Other Information

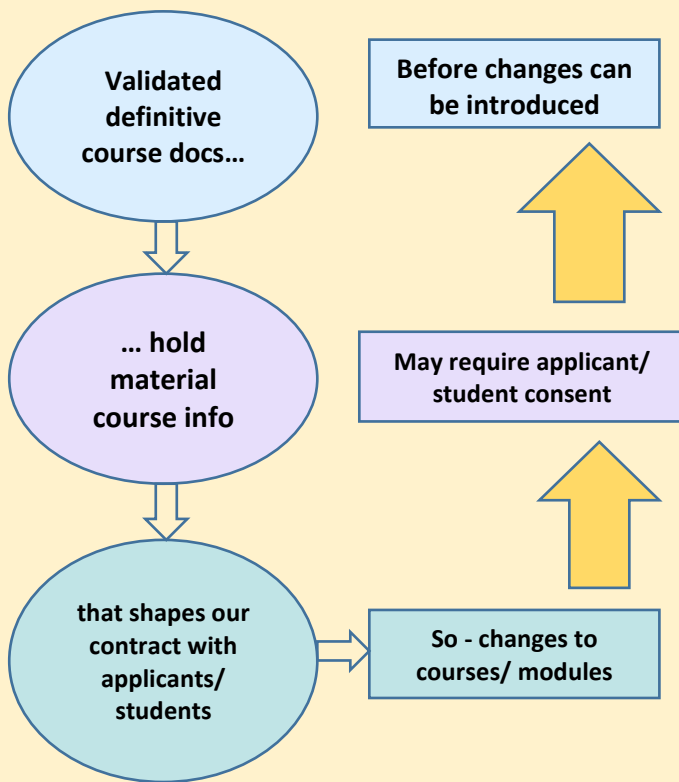
Details of the sector regulator  
Full terms and conditions upon offer  
Complaints processes  
Applicable regulations and policies

\*We share this information with applicants via the Online Prospectus

\*We share this information with students via Course Handbooks, Module Guides and the Virtual Learning Environment

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 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.



# The 3 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

Your QAS School Partner

The QAS Web Page for Published Information

Or email [qas@leedsbeckett.ac.uk](mailto:qas@leedsbeckett.ac.uk)