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| **Appendix D Guidance on Student Consultation and Notification for Course and Module Amendments** |

**Introduction:**

UEL’s student consultation and notification activities are designed to comply with consumer law, to meet sector expectations and to ensure that we are listening to our student voice.

**Guidance:**

* Table A (see below) sets out the UEL expectations for student consultation and notification activities for changes at course or module level. Where it may not be possible to achieve these expectations or a proposer would like to use alternatives, advice should be sought from Quality Assurance and Enhancements team (via the Quality Officer assigned to their School).
* It is the responsibility of the amendment proposer to carry out the required activities and collate the supporting evidence. When presenting evidence of student consultation to the SQC, this should include: a copy of any letter issued to students, a list of the group(s) of students contacted, any replies received from students.
* Amendments should not be presented to the School Quality Committee (SQC) for consideration until all activities outlined in pre-SQC approval stages have been completed.
* Category 1 changes should be approved by SQC no later than end of February for implementation in the following academic year so consultation activities should commence early enough to allow for this.
* Category 2 and 3 changes should be approved by SQC no later than one full month prior to their implementation so consultation activities should commence early enough to allow for this.
* Exceptions to any of the above may be permitted at the discretion of the SQC where there are sufficient grounds. Examples of sufficient grounds include external / validating body requirements, significant unexpected operational difficulties, clear evidence that not carrying out an amendment in line with the requirements will detrimentally impact students or applicants. General improvements to the teaching and learning experience and minor operational difficulties do not count as sufficient grounds.
* When carrying out any activities set out in Table A with students that may be affected by a change, this should include students at all appliable levels of study (including foundation) and students that may be on an interruption of studies.

**Table A - Expected Student Consultation and Notification Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Change** | **Applicants (including Offer Holders)** | **Current Students that may be affected by change** | **Current Students not directly affected by change** |
| Category 1:   * title or award of a course\* * substantive change to course aims, learning outcomes, teaching and learning strategy * substantive change to a number of modules which would impact on the overall course learning outcomes. * substantive change to weighting of assessment methods at course level and/or introduction or removal of an assessment method at course level * core module diet | Pre-SQC Approval:   * N/A   Post-SQC Approval:   * notification (see Template A) | Pre-SQC Approval:   * recommend to discuss at Course Committee and/or focus group and/or via a Teams channel in advance of opening consultation * consultation (see Template B) * agree alternative arrangements for students raising strong objections / unwilling to consent   Post-SQC Approval:   * notification (see Template C) | Pre-SQC Approval:   * no formal requirement - recommend to discuss at Course Committee and/or focus group and/or via a Teams channel   Post-SQC Approval:   * no formal requirement - recommend to notify via any channels used in Pre-SQC approval stage |
| Category 2:   * module title * module learning outcomes * module summary or topics * module assessment * module requisites * approval of new modules * optional module diet\*\* | Pre-SQC Approval:   * N/A   Post-SQC Approval:   * N/A | Pre-SQC Approval:   * discuss at Course Committee and/or focus group and/or via a Teams channel * invite feedback by email   Post-SQC Approval:   * notification (see Template C) | Pre-SQC Approval:   * no formal requirement - recommend to discuss at Course Committee and/or focus group and/or via a Teams channel   Post-SQC Approval:   * no formal requirement - recommend to notify via any channels used in Pre-SQC approval stage |
| Category 3\*\*\*:   * minor amendments to improve clarity of student-facing documentation * updating technical terms / references to relevant equivalents * rectifying factual / typographical   errors | Pre-SQC Approval:   * N/A   Post-SQC Approval:   * N/A | Pre-SQC Approval:   * N/A   Post-SQC Approval:   * notification (see Template D) | Pre-SQC Approval:   * N/A   Post-SQC Approval:   * N/A |

\*Changes to titles or awards should be timed to coincide with the commencement of a new recruitment cycle. This should limit the number of applicants affected. Existing students should either continue with the existing title / award or be allowed to choose between existing or amended title / award.

\*\*Where there is any change to optional modules approved after optional module selections have been made, students must be provided an opportunity to revise their selections.

\*\*\*Where an amendment proposer considers a change should fall under this category, they should first seek confirmation from Quality Assurance and Enhancements team (via the Quality Officer assigned to their School) that this is applicable. Depending on the details of the change(s) proposed, it may be determined by Quality Assurance and Enhancements that the amendment should be treated as a Category 1 or 2 change.

# [Template A: Letter to applicants and offer-holders regarding course changes]



[Date]

Dear [applicant name]

**Confirmation of change(s) to an advertised course of study**

You have [Delete as appropriate: recently applied to/accepted an offer] study on the [Course title] at the University of East London (UEL). We review our provision each year and from time to time it is necessary for us to update or change aspects of courses. Changes are made to enhance the overall offer by responding to: current trends in the sector or in research, the requirements of professional bodies, feedback from students and other experts and to reflect the expertise of our staff.

We are writing to let you know that UEL has approved change(s) to [Course title]. The change(s) will be implemented from [Date]. This means that the amendment(s) will be in place if you join the course in [Date].

The change(s) that has/have been approved is/are set out below along with any implications that you need to be aware of.

|  |  |  |
| --- | --- | --- |
| **Feature to be amended** | **Reason for the change** | **Change from 20XX/XX** |
| [ delete as appropriate:   * title of course * award type * substantive change to course aims * substantive change to learning outcomes * substantive change to teaching and learning strategy * substantive change to a number of modules which will impact on the overall course learning outcomes. * substantive change to weighting of assessment methods at course level * introduction of an assessment method at course level * removal of an assessment method at course level * core module diet ] | [Add details for the reasons for the change, e.g. in response to student feedback, professional body requirements] | [Add specific details of ALL the approved changes and set out any implications clearly] |
| [Add more rows as appropriate] |  |  |

The updated information for the course can be found on our website [include URL for course page].

You may have some questions about the change(s) to the course and we would encourage you to contact us to discuss them. If you have any questions about this letter, please contact [Course contact].

[**TEXT TO INCLUDE FOR APPLICANTS WHO HAVE ACCEPTED AN OFFER:**

We believe that the change(s set out above will result in an enhanced course for students. However, we know that choosing the right course to study at university is a very important decision. If you would like to withdraw your previous acceptance of our offer to study on the course, please do so in the next 14 days by writing to [contact details].]

Yours sincerely,

[Name]

[Role]

[Department]

University of East London

# [Template B: Letter for consulting with current students on course changes.]



[Date]

Dear [student name]

**Consultation with students on changes to the [Course title]**

We review our provision each year and from time to time it is necessary for us to update or change aspects of courses. Changes are made to enhance the overall offer by responding to: current trends in the sector or in research, the requirements of a professional body, feedback from students and other experts and to reflect the expertise of our staff.

We are proposing to make the following amendment(s) to your course and are writing to you to seek your views on the proposed change(s).

|  |  |  |
| --- | --- | --- |
| **Feature to be amended** | **Reason for the change** | **Change from 20XX/XX** |
| [ delete as appropriate:   * title of course * award type * substantive change to course aims * substantive change to learning outcomes * substantive change to teaching and learning strategy * substantive change to a number of modules which will impact on the overall course learning outcomes. * substantive change to weighting of assessment methods at course level * introduction of an assessment method at course level * removal of an assessment method at course level * core module diet ] | [Add details for the reasons for the proposed change, e.g. in response to student feedback, professional body requirements] | [Add specific details of ALL the proposed changes and set out any implications clearly] |
| [Add more rows as appropriate] |  |  |

We believe that the change(s) we are proposing will enhance your course but welcome your views to inform the final proposals. [Highlight any specific benefits and any feedback (e.g. from course committees) that has informed the proposal to students here].

You may have some questions about the proposed change(s) before you provide feedback and we would encourage you to contact [contact name and contact details] to discuss them.

We encourage you to provide us with feedback on the proposed change(s) including whether or not you support the proposal(s), please do so by writing to [contact name and contact details] by [deadline for response – at least 14 days from date of letter]. Please find a section below for your response should you wish to reply in this format.

Yours sincerely,

[Name]

[Role]

[Department]

**Section for Student Response:**

**Do you understand:**

**a) why the change is being proposed? Yes/No\***

If ‘No’ please say why:

|  |
| --- |
|  |

**b) what the benefits of the proposed change might be? Yes/No\***

If ‘No’ please say why:

|  |
| --- |
|  |

**Do you feel positive about the proposed change(s)? Yes/No\***

If ‘No’ please say why:

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| --- |
|  |

\*Delete as appropriate

**Any other feedback:**

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**Please return to*:*** *[insert email address of responsible staff member]*

# [Template C: Letter for notifying current students on the outcome of course change proposals.]

[n.b. If the proposed change has been approved, do not send to any students where alternative arrangements have been agreed]



[Date]

Dear [student name]

**Consultation with students on changes to the [Course title]**

We are writing to confirm the outcome of the course change(s) set out in the letter issued to you on [insert date that Template B letter was issued].

[delete as appropriate:

We confirm that the change(s) has/have been approved and will be implemented from the date previously stated.

/

Following careful consideration of the feedback received, we have decided to not proceed with the proposed change(s).]

If you would like to discuss this any further, please contact us at [email address].

We would like to thank you for your contributions to this process.

Yours sincerely,

[Name]

[Role]

[Department]

# [Template D: Letter for notifying current students of course changes.]



[Date]

Dear [student name]

**Notification to students on changes to the [Course title]**

We review our provision each year and from time to time it is necessary for us to update or change aspects of courses and associated documentation.

We are writing to inform you of the following change(s) to your course:

|  |  |
| --- | --- |
| **Feature to be amended** | **Change from 20XX/XX** |
| [delete as appropriate   * minor amendments to improve clarity of student-facing documentation * updating technical terms / references to relevant equivalents * rectifying factual / typographical   errors ] | [Add specific details of ALL the proposed changes and set out any implications clearly] |
| [Add more rows as appropriate] |  |

Whilst the nature of the change(s) does not necessitate a formal student consultation process, you are welcome to raise any questions you may have with us in person or via email at [insert email address].

Yours sincerely,

[Name]

[Role]

[Department]