



GENERAL REGULATIONS 5:

Changes to Academic Provision – Communication with Students & Applicants

2024-2025

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Changes to Academic Provision – Communication with Students & Applicants

Introduction

1. From time to time the University may be required to make changes to its academic provision, including changes to courses, their constituent modules or to the Academic Regulations. This Policy sets out a range of circumstances in which changes might be made, the likely reasons for those changes, how the University will seek to remedy the situation and how we will communicate the circumstances of the change to students and prospective students and the support and advice that will be available. More information on course changes and how the University will inform you of the changes, is also available on the following website - <https://www.kingston.ac.uk/courses/course-changes/>.
2. It is a condition of registration with the Office for Students that Higher Education providers to have in force a Student Protection Plan designed to preserve the continuation and quality of study for all students where there may be risk to continued study.

Course Closure

3. From time-to-time the University may take the decision to close a course. The circumstances in which courses will be closed include, but are not limited to:
 - insufficient students to make the course viable which impacts negatively on the quality of the student experience.
 - the loss of a contract with a commissioning body
 - the loss of professional, statutory or regulatory body accreditation
 - replacement by a new course in response to market research and or employer feedback.
 - the course is no longer viable for academic, regulatory, legal or financial reasons.

Prior to admission

4. Where the University ceases recruitment to a course we will make every effort to move applicants to another suitable course at the University. However, this may not always be possible. If we cannot offer a suitable alternative, we will make every reasonable effort to assist applicants to transfer to a course in another higher education provider including making representations to UCAS and other institutions where possible. In the event of course closure, we will let the student know as soon as the decision has been made and will advise them of their options.

On course

5. The University will give careful consideration to the arrangements to allow students already studying on a course; normally this will mean that students will complete their course as planned at the University. In exceptional circumstances where this is not possible, e.g. because of the loss of professional, statutory or regulatory body accreditation, the University will make every reasonable effort to assist students to transfer to an alternative course either at the University or in another higher education provider.

Change of Course Title

6. From time to time the University will approve a change to the title of a course from that which was advertised. Changes of this nature are usually the result of:
 - changes to the curriculum content that require a change of course title to better reflect the content of the course.
 - feedback from external examiners.
 - feedback from employers or to address industry trends.
 - the need to adhere to the requirements of a Professional, Statutory or Regulatory Body (PSRB).
 - feedback from students.
7. The University will not normally approve changes to course titles within an application cycle, but for exceptional reasons may need to do so.

Prior to admission

8. Applicants will be advised as soon as possible once the change has been approved by the University.

On course

9. Normally course title changes will only apply to new entrants unless there is a PSRB requirement that requires the title to be changed, or in exceptional circumstances there is an evidenced disadvantage to existing students if they were to remain on the existing title.
10. Where the University has exceptionally agreed to permit existing students to be offered a change of title students will be given an opportunity to consider the changed title and within defined timescales to accept or reject the changed title.
11. Students will not be required to accept a changed award title that they do not agree to. However, individual preferences may be overridden where existing course titles are deemed to be inaccurate or misleading. Where this is the case the University will notify students of this by e-mail as soon as the circumstance arises.

Loss of Professional Statutory or Regulatory Body (PSRB) Accreditation

13. In the event of the University losing PSRB accreditation for any of its accredited courses the University will put in place the following:

Prior to admission

14. All applicants to the affected course will be notified following formal notification from the PSRB of the loss of accreditation. We will make every effort to move applicants to another suitable course at the University. However, where this is not possible, and we cannot offer a suitable alternative we will make every reasonable effort to assist applicants to transfer to a course in another higher education provider including making representations to UCAS and other institutions where possible.

On course

15. All current students on the affected course will be notified following formal notification from the PSRB of the loss of accreditation and the implications for them. The University will consider measures to protect the student experience such as:
- Offering the affected students the chance to move to another course,
 - Deliver a modified version of the same course,
 - Provide assistance to affected students to transfer to a different provider who holds relevant accreditation.

Module and Course changes

16. The University encourages a culture of continuous enhancement which means that changes are made to the curriculum content, learning, teaching and assessment of courses and modules every year in order to improve the course and the student experience. These changes are usually as a result of:
- staff and student feedback.
 - feedback from external examiners.
 - professional, statutory and regulatory body requirements.
 - contemporary research and practice in the field.
 - feedback from employers or in response to industry requirements.
 - to safeguard academic standards.
17. These changes will, where possible, be discussed at the Staff Voice Committee to ensure student consultation. Where that is not possible, student consultation may be done via Canvas or other means. The changes are then considered and approved by the Course and Module Modification Panel and published in the module and course descriptors for the following academic year.

Core Module Availability

18. The University will always endeavour to ensure that all core course modules are delivered as advertised. In very exceptional circumstances core modules may not be able to be offered, when this does occur it is usually for the following reasons:
- staff availability (a member of staff with the appropriate expertise is suddenly unavailable because of sickness).
 - the unforeseen unavailability of specialist resources or equipment required for the delivery of the module.
 - other events outside the control of the University that cannot be predicted (e.g. fire, flood etc.).
19. Where this is the case a replacement module will be produced that continues to meet the programme learning outcomes. This will be processed and approved through the Course and Module Modification Panel.

Option Module Availability

20. The University aims to ensure that for those courses with optionality all option modules advertised are delivered. In some cases option modules may not be able to be offered, when this does occur it is usually for the following reasons:
- the maximum number of student registrations on the option module has been reached.
 - staff availability (a member of staff with the appropriate expertise may leave the University or be taking maternity/paternity leave or long-term sickness and the University is not able to cover the specialist skills or knowledge required).
 - timetabling clashes with core course modules that cannot be resolved.
 - insufficient students choose the module which means that the module is not viable due to the quality of the student experience.
 - the unforeseen unavailability of specialist resources or equipment required for the delivery of the module.
21. There are two ways of selecting option modules, manually or on-line. Students should check with the Information Centre about which method applies to their course.

Manual selection of option modules

22. In order to accommodate this eventuality students are asked to choose their option modules in order of preference so that if a first choice module is not available the next available module option choice will be registered as part of their programme of study. The University will notify students as soon as these circumstances arise by email (The University's standard mode of contact is via students' Kingston University email address).

Where option modules cannot be offered because of timetable clashes students will normally be notified of this by email by the end of July at the latest.

On-line option module selection

23. Students will not be able to register on a module once the maximum number of registrations has been met and they will need to choose their next preference. If for any other reason their choice of option module is not available the University will notify them by email as soon as these circumstances arise. Where option modules cannot be offered because of timetable clashes they will normally be notified of this by email by the end of July at the latest.

Students interrupting their studies

24. If students decide to interrupt their study and take a temporary break with the intention of returning to the course at a later date, they should be aware that the course on which they were originally registered, may have been subject to change. This may include changes to:
- the curriculum content.
 - teaching, learning and assessment methods.
 - the staff who teach on the course.
 - the availability of option modules.
 - the title.
 - learning resources.
25. Students wishing to take a break from their studies should seek guidance before doing so to ensure that they continue to be within their maximum registration period and that there are no Professional, Regulatory or Statutory Body regulations that prohibit interruptions.