

### Guidance on Consultation with Students: Examples of Different Types of Change

This guidance document accompanies the Policy on Consultation with Students. The table below provides examples of the different types of ‘change’ that students may encounter in relation to their educational experience at the University, together with the level of consultation that students can normally expect in each case. Please note that the list of examples is not exhaustive.

Type of change	Example of change	Current students affected by the change		Guild of Students/ Sabbatical Officers		Student representatives		Applicants affected by the change		Offer holders affected by the change		Rationale
		Consulted	Informed	Consulted	Informed	Consulted	Informed	Consulted	Informed	Consulted	Informed	
Programme title	A programme title will be changed to reflect the content of the programme more clearly.	✓						✓		✓		Students, applicants and offer holders will be consulted about whether they wish to stay on the original programme title or move to the new title.
Content of a compulsory module	The content of a compulsory module will be changed to reflect developments in the subject in order to ensure that the module content remains accurate. However, the broad content and learning outcomes of the module will remain the same.		✓						✓		✓	It is important that the curriculum is reviewed and developed to ensure that it remains up-to-date, and in this case the content of the module will stay largely the same. As the change is necessary, students, applicants and offer holders will therefore normally be informed of the change rather than consulted.
Assessment on a compulsory module	The assessment on a compulsory module will be changed in response to suggestions from the external	✓							✓	✓		Students and offer holders will be consulted about the change with an explanation of the reasons why it is desirable. The School will need to weigh any negative feedback against the academic

Type of change	Example of change	Current students affected by the change		Guild of Students/ Sabbatical Officers		Student representatives		Applicants affected by the change		Offer holders affected by the change		Rationale
		Consulted	Informed	Consulted	Informed	Consulted	Informed	Consulted	Informed	Consulted	Informed	
	examiner.											<p>judgement that the change is beneficial pedagogically.</p> <p>Applicants will be informed in case the change affects their application decision.</p>
Compulsory modules attached to a programme	A compulsory module will be removed from a programme and replaced with a different module.	✓							✓	✓		<p>Students and offer holders will be consulted about the change with an explanation of the reasons why it is desirable. The School will need to weigh any negative feedback against the academic judgement that the change is beneficial pedagogically.</p> <p>Applicants will be informed in case the change affects their application decision.</p>
Assessment of an optional module	The assessment for an optional module will change from essay to examination.		✓									<p>Given that students can choose whether or not to take an optional module, they will normally be informed rather than consulted about changes so that they can take this into account when selecting their options. If module selections have already been made, students should have the opportunity to choose a different module.</p>
Regulations	The pass mark will be changed with effect from the next academic session.	✓		✓		✓				✓		<p>In practice, it is very unlikely that a change of this nature would be introduced for existing students given that it would be a considered a significant change to the Regulations that students had</p>

Type of change	Example of change	Current students affected by the change		Guild of Students/ Sabbatical Officers		Student representatives		Applicants affected by the change		Offer holders affected by the change		Rationale
		Consulted	Informed	Consulted	Informed	Consulted	Informed	Consulted	Informed	Consulted	Informed	
												signed up to upon registration, and students would be likely to perceive the change as having a negative impact upon their academic progress.
Codes of Practice	The stages of the student complaints procedure will be renamed with effect from the next academic year.		✓	✓								<p>The Guild of Students will be consulted as is normally the case when changes are proposed to student-related legislation or guidance documentation.</p> <p>Consultation with current students and offer holders would not normally be considered necessary given that the update constitutes clarification rather than a material change.</p> <p>Students' attention will be drawn to the change through the online registration process.</p>
Programme withdrawal/ 'course closure' (with teach out)	A programme is withdrawn but current students and offer holders/acceptors will still be able to complete the programme.	✓							✓		✓	<p>Current students will be consulted regarding the potential impact of the programme withdrawal, e.g. the number/range of optional modules that will remain available during the teach out.</p> <p>Applicants and offer holders will be informed that they will be the final cohort of students on the programme (partly so that they are aware that it will not be possible to defer their entry to the following year). They will also be reassured that current students are being consulted in order to</p>

Type of change	Example of change	Current students affected by the change		Guild of Students/ Sabbatical Officers		Student representatives		Applicants affected by the change		Offer holders affected by the change		Rationale
		Consulted	Informed	Consulted	Informed	Consulted	Informed	Consulted	Informed	Consulted	Informed	
												manage the potential impact of the programme withdrawal.
School restructure	Several departments are being combined to create a new School.	✓		✓					✓	✓		Current students will be consulted about the change because they will have an affiliation with their own School/Department. Offer holders will also be consulted because they will have accepted an offer to study in a particular School/Department.
School building works	A School's main teaching building is undergoing essential maintenance work during term-time		✓						✓		✓	On the basis that the work is unavoidable, students and any affected applicants/offer holders will be informed rather than consulted about the work. It would be good practice to consult on how to manage the impact (for example, the use of alternative teaching rooms).