Programme and Module Amendments: Guidance for informing applicants, offer holders and students

This guidance provides an overview of the communications that UCL is required to undertake with applicants, offer holders and students when seeking to make programme or module amendments. These requirements form a part of UCL’s responsibilities under consumer protection law.

The following should be read in conjunction with Chapter 7, Programme and Module Approval Framework, of the UCL Academic Manual. In particular, Appendix 7.1.3 Consumer protection: guidance for programme leads which outlines what is considered material information.

Where an amendment to material information is being proposed, and the original information has already been published or provided verbally, it is necessary for the following notifications and consultations to be undertaken.

Informing applicants and offer holders:

Where a minor amendment (as defined in 7.4.2 and 7.5.2 of the Academic Manual) is being sought, all applicants and offer holders must be notified by email of the proposed change and of the process for transferring to another suitable programme or withdrawing their application.

Where a moderate or major amendment (as defined in 7.4.2 and 7.5.2 of the Academic Manual) is sought, all applicants must receive a notification of the proposed change. Offer holders must also be provided with three weeks to deliver a written feedback to the proposal(s). A reminder of the three week deadline should be provided after 2 weeks. A lack of feedback within the three week time frame can be considered as an agreement to the change. Should an offer holder not agree to the change, they must be assisted with transferring their application to another suitable programme or with withdrawing their application.

Informing current students:

Where a minor amendment is being sought, all current students must be notified by email of the proposed change. Students should be provided with 3 weeks to provide feedback on the proposals. A reminder of the three week deadline should be provided after 2 weeks. Although active consent is not required, a student who informs us that they do not agree to the change requires a suitable collective compromise to be agreed with the department.

Where a moderate or major amendment is sought, all current students must be notified by email of the proposed change. Students should be provided with 3 weeks in which they must provide active consent to the proposed change. A reminder of the three week deadline should be provided after 2 weeks. Should a student not consent to the change a suitable collective compromise must be agreed with the department.

Any questions regarding this framework should be sent to srs-compliance@ucl.ac.uk.

Changes required by Professional, Statutory and Regulatory Bodies

Where changes are required by Professional, Statutory and Regulatory Bodies, it is necessary to notify applicants, prospective students and current students of these changes as soon as possible. As part of this notification students should be provided with information of the alternatives should they not agree to the required changes. These may include offering the programme on a non-accredited
basis or offering an alternative award. Any questions regarding this should be sent to academicregulations@ucl.ac.uk.

When submitting a programme or module amendment request to the relevant UCL parties, please ensure that you include a copy of your notification to applicants, prospective students and/or current students and any responses that you have received.