



University of
St Andrews

Regulation of curriculum changes to comply with Consumer Protection Legislation (CPL) Guidance

Document type	Guidance
Scope (applies to)	Staff and students
Applicability date	30/05/2016
Review / Expiry date	30/07/2023
Approved date	03/03/2021
Approver	Principal's Office
Document owner	Administrator
School / unit	Office of the Principal
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Academic policies/Curriculum/Consumer protection and curriculum guidance
Purpose	This guidance outlines dates and processes in relation to timely communications of curricular changes to current students and applications to ensure that the University comply with Consumer Protection Legislation (2014).

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
01	Revision of guidance to add clarity to section 'Deadline for Changes to Existing items in the Published Curriculum'	Updated	Curriculum Officer, Academic Registry	30 Oct 2020

UNIVERSITY OF ST ANDREWS

REGULATION OF CURRICULUM CHANGES TO COMPLY WITH CONSUMER PROTECTION LEGISLATION (CPL)

GUIDANCE

Summary

In order to comply with Consumer Protection Legislation (2014) timely communication of curriculum changes to current students and applicants is necessary. This guidance outlines established dates and processes that ensure we are compliant, as explained below.

Changes to the advertised curriculum must be enacted with no detriment to the student, i.e. without changing contact hours or assessment expectations, reducing firmly established student choice or introducing significant changes in advertised support for students.

Deadline for Changes to Existing items in the Published Curriculum

This guidance relates to changes and/or withdrawals to curriculum content which current or prospective students have been informed will be available.

Curriculum changes (with CPL considerations) should be approved by 31 January each year. Please be aware that there are prospectus publication deadlines and application cycle opening dates significantly earlier than this date, which should be considered when requesting Curriculum changes. Complete proofed Curriculum data for the next academic year is then published by mid-May each year.

This deadline is set to avoid: inconsistencies between student expectations and modules available at Advising and Pre-Advising; inconsistencies in module format and assessments for modules taught in both semesters; unexpected changes in advertised programme pathways for students.

The academic year runs between 1 August and 31 July each year. The timing of any curriculum changes is described below Figure 1: A.

Figure 1: A

Academic Year 1

Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
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Academic Year 2

Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
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Academic Year 3

Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
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Curriculum changes can be submitted for approval between 1 September and 31 January (highlighted in green above). These changes will be for new modules and for module and programme withdrawals/alterations to take effect from the beginning of the **following** academic year. Approval during this period will follow the existing module and programme approval process. Exceptionally, curriculum changes during this time can include new Honours or Postgraduate optional modules to be available in semester two of the **same** academic year, if these proposals are submitted in time for the December CAG meeting.

Between 1 February and 31 August (highlighted in red above) curriculum changes can still be submitted for approval to a scheduled CAG meeting, but they will be implemented later. These changes can include **new** Honours or Postgraduate **option** modules to be available no sooner than semester one of the **next** academic year, OR module and programme withdrawals/alterations to take effect from the beginning of the **second-following** academic year. Approval during this period will follow the existing module and programme approval process. The longer time to implementation is to meet CPL requirements. This is because applications and offers for entry in the subsequent year are made during the red period, based on published information. Thus, the advertised programme information needs to be consistent and stable since both admissions' and students' decisions are based on it. For this reason, changes (withdrawals and alterations) during this period that do not fit with these timings will be considered *only* under exceptional circumstances, and if there is a guarantee that relevant information can be communicated in a timely manner to current students and applicants (see notes below also).

Clearly, the availability or otherwise of 'typical' or 'indicative' optional (honours/postgraduate) modules which you have not committed (to the students) to run is a different case. But the underlying principle for all changes as outlined above is that they must be delivered with no detriment to the student.

Introduction of New Material to the Curriculum

The introduction of new, optional honours or postgraduate taught modules may be handled differently, if these additions do not cause potential detriment to students. In the main, however, in the interests of making correct and complete information

available to current and prospective students, the submission and approval of new modules is expected to occur within the deadlines stated above.

Even where it is necessary to make unavoidable changes to the curriculum between 1 February and 31 August that are requested to take effect sooner than anticipated above, the following fields should not be changed before the second-following academic year (i.e. in Figure 1:A, changes made in Year 1 will be implemented in Year 3):

Module data

- Number of credits
- SCQF Level
- Type of module (Undergraduate/Postgraduate)

Programme data

- Level (Undergraduate, Postgraduate)
- SCQF Level
- Course type
- Programme of study
- Pathway type
- Programme length
- Intended qualification (Award)
- External placement
- Integrated year abroad
- Subjects
- Credit

These characteristics are primary database elements and any change would fundamentally alter the definition of the module or programme in the way that we handle it, electronically, in our advising and module management processes.

Processes

To allow the above recommendations to be implemented effectively, the following changes will be made to existing processes:

At the Curriculum Approval process level:

- CAG will advise the School requesting the change when the change can be implemented, within the rules outlined above. Schools can approach CAG about exceptional circumstances they may have and ask that the usual rules be reconsidered. This will be treated as an exception and will need to be dealt with outside the electronic system.

In the e-Vision tools:

- the system will allow requests for changes to be made in line with published CAG deadlines, but deployment or implementation dates would be based on the agreed rules above.