Notifying Prospective Students about Significant Changes to Programmes

Where proposed amendments to programmes of study are significant and may impact on prospective students, these changes should be notified to prospective students.

Summary of Responsibilities

Board of Studies

• Recommends amendments to programmes

Academic Practice, Programmes and Standards Committee

• Approves amendments to programmes of study

Programme Director

• Writes to prospective students to notify them of the changes and the options available to them.
• Notifies the relevant admissions staff so that the records can be updated.

Prospective Students

• Notify the University of the course of action that they would wish to take in the light of the changes.