

The College will ensure that where updates and changes to the programme content and structure, including module content, assessment activities and mode of delivery, are required, the following are adhered to:

- Not to make any changes to programme content and mode of delivery within 3 months [one semester] of the start of the first academic year affected;
- Restrict changes to the necessary minimum to maintain the required quality of student experience;
- Consult and notify affected students as appropriate;
- Work with students to ensure the programme offer is still acceptable;
- Where necessary allow and facilitate appropriate support for students to transfer to another programme at the College;
- Where required, offer reasonable support to students to transfer to another provider.
- Where necessary allow students the opportunity to withdraw from the programme;

Changes to regulations and policies will be predominantly triggered by the awarding organisation (Pearson Education) or the University partner (University of Derby), the College works with. Any changes will be considered by the Academic Board and/or Senior Management Team, where students are represented. The College will ensure that the revised regulations only apply to students first enrolling onto the course, after the implementation of said changes and updates.

New or revised policies shall apply to all students from the start of the new academic year following approval by the College's Academic Board or Senior Management Team, with a proviso that for the remainder of the current academic year, no student would be disadvantaged in comparison with any previous policy changes.

2. Closure of a Programme [Higher National Certificate (HNC) / Higher National Diploma (HND) or Degree]

The College may make a strategic decision to close a programme for a range of reasons, including insufficient enrolments that could make it non-practical from an academic perspective and/or student experience to run the programme. In such cases and where possible, the College will offer existing students a range of options, noting that the College undertakes not to close a programme within 3 calendar months [one semester] of the start of an academic year:

- a) The college will continue to "teach out" the original programme, where this is a viable option from the academic and/or student experience perspective. However, in the event of this being not viable, the College will ensure that all currently enrolled students will continue with their current course at the College for 30 teaching weeks [2 Semesters] [HNC/HND] or 24 teaching weeks [2 semesters] for degree courses following communication of the decision to close the course and until the end of the semester in which the teaching period ends. A term 'enrolled student' refers to a student who is actively engaged in their course and attends classes at the relevant point.
- b) The college will transfer BTEC HNC/HND students to a similar or alternative programme

another approved provider. The College has reciprocal arrangements with other approved providers for this purpose.

- c) Students on the University of Derby programmes will adhere to the procedures outlined in the operational manual. A detailed Closure Plan will ensure that students' rights are protected, and any material impact is mitigated by communication with current students to provide assurance that they will not be adversely affected by the decision. The students will be able to complete their studies at the College they have enrolled with. Students will also be provided with the option of either continuing with their programme at the University of Derby campus, follow the programme using University of Derby online platform – UDOL, when possible, or transfer to another provider. The College has reciprocal arrangements with providers in Ealing, West London and Aldgate, Central London.
- d) Future applicants will be notified in accordance with UCAS deadlines, allowing time for applicants to seek an alternative, suitable course.

3. Closure of Campus or a specific site

The College has a fifteen-year lease for the campus in Cranford. It is therefore envisaged that the College will not move location and/or premises in the foreseeable future.

However, in the rare event of resource implications, academic or student experience and/or health and safety issues, it may be deemed necessary to close a site or campus and/or move programme between sites. The College undertakes not to close a site or relocate a programme while teaching is underway for the academic year, nor within a month of the start of an academic year, unless taken on the grounds of emergency relocation is due to unforeseen events/circumstances beyond the College's control, e.g. such as terrorism or a natural disaster, or on the grounds of a material improvement of facilities.

If there is a need for a site closure or relocation, the College will undertake to deliver its educational provision at suitable alternative premises, designated for student support purposes, within the Greater London borders. In such circumstances, students will not be routinely offered other options.

4. Withdrawal of designation for student support purposes

In the event where the College's designation for student support purposes is withdrawn, suspended or is not successfully renewed, and depending on the circumstances, the College will appeal the decision and/or make a fresh application for designation with a view to have course designation reinstated for the academic year.

The College will work with relevant funding bodies to allow eligible existing students to continue to access student tuition and maintenance loans, including those making new loan applications, for the remainder of their studies while on their current course at the College.

If it is not possible, the College will support students to transfer to appropriate programmes at an approved and designated provider, should they so wish and, where appropriate, compensate students where they have suffered demonstrable, monetary loss due to disruption to their studies.

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