

## Chapter 16 Principles governing the introduction of changes to regulations

- 1 The University reserves the right to change those general regulations which are common to all students and which are the means by which the University seeks to regulate the whole student community. Such regulatory changes must be notified to students in order to be effective. Such changes are normally introduced at the start of an academic session only. Examples of these regulations include: Appeals Regulations, Disciplinary Regulations, Health and Safety Regulations, regulations governing the conduct of examinations.
- 2 The University seeks to keep to a minimum changes to regulations which apply to an individual student's performance on a programme of studies. Thus, material changes to academic regulations are normally introduced in relation to new students only. Examples of academic regulations include: the credit scheme, assessment and reassessment schemes, progression rules, module and course templates.
- 3 Accordingly, material changes to academic regulations are only normally applied to current students where the written consent of such students has been obtained in advance.
- 4 Material change is defined as a change which directly affects a student's award. Examples of material changes include: degree title, assessment criteria, progression criteria, classification criteria.
- 5 The University nevertheless reserves the right to make changes of detail or clarification to academic regulations and to make changes which update outmoded provision, and for these changes to apply to all students to whom the regulations apply. Examples of such regulations include: constitution and terms of reference of University committees, course transfer rules, mode change rules, syllabus and curriculum updating.
- 6 It is the Director of Student & Academic Services' responsibility to decide whether a particular change comes under paragraph 4 or paragraph 5 above, taking legal advice as necessary. It is also the Director's function to approve arrangements for consulting students as required in paragraph 3 above.
- 7 The University utilises reasonable means of notifying students and prospective students of regulations and changes to regulations. Thus major regulations are made available via the Internet on <http://www.dmu.ac.uk/regulations> and printed copies are available on request from Student & Academic Services and Faculty Offices. Also, changed regulations are notified to students by such means as poster campaigns and are made available to students on all sites. The University also provides leaflets which summarise the provisions of key regulations (for example, academic appeals, cheating and plagiarism, course transfer or withdrawal).
- 8 Where, exceptionally, a material change is applied to current students the change must be applied in such a manner that the student's award is not adversely affected.
- 9 Due to the potential length of the period of registration of part-time students, it may be impracticable for the University to continue to apply previous versions of academic regulations to all part-time students until they complete their course. The University therefore reserves the right to make changes (including material changes) to academic regulations which apply to part-time students, where this is considered necessary by the Director of Student & Academic Services. In such cases, part-time students are notified as far in advance as possible of the implication of the changes.