

EDA COLLEGE



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Change on Course Policy

Qualifications | Modes of Study | Teaching Location | Facilities | Curriculum
Franchised Programmes

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1. Introduction and Purpose

1.1 Purpose

This Course Change Policy sets out the circumstances in which EDA College, acting as a franchise partner of Birmingham Newman University, may make changes to programmes of study, including changes to qualifications, modes of study, teaching locations, facilities, curriculum content, and assessment arrangements. It explains the distinction between minor and major changes, the processes by which changes are considered and approved, the notice that students will receive, and the remedies available to students where a material change affects their studies.

The policy is designed to protect students as consumers of higher education while recognising that some degree of flexibility is necessary for EDA College to respond to changes in professional and regulatory requirements, resource constraints, quality improvements, and matters beyond its reasonable control. It gives effect to EDA College's obligations under the Competition and Markets Authority (CMA) Consumer Protection Guidance for Higher Education Providers and the Office for Students (OfS) Conditions of Registration.

1.2 Scope

This policy applies to:

- All students enrolled on any programme of study at EDA College, including the Foundation Year and Levels 4, 5 and 6 of the BSc (Hons) Business Management with Foundation Year programme.
- All prospective students who have received an offer of a place at EDA College.
- Full-time and part-time students, and students who have interrupted their studies within the permitted window.
- All categories of change to a programme, whether initiated by EDA College, by Birmingham Newman University, by a professional or statutory regulatory body, or by an external factor beyond the college's control.

Changes to EDA College programmes are ultimately subject to approval by Birmingham Newman University, which holds awarding body responsibility for all programmes delivered at EDA College. EDA College cannot implement a material change to a programme without the formal agreement of Birmingham Newman University.

1.3 Guiding Principles

In exercising its discretion to make course changes, EDA College is committed to the following principles:

Principle	Commitment
Student-centredness	Changes will only be made where there is an educational or operational justification. Student impact is the primary consideration in every decision.
Transparency	EDA College will be open and honest about the nature of, and reasons for, any change, including where that change originates with Birmingham Newman University or an external body.
Timeliness	Students will be given the maximum practicable notice of any change, consistent with the requirements of this policy, so that they can make informed decisions about their studies.
Proportionality	The response to any change — in terms of notice, consultation, and remedies offered — will be proportionate to the significance of the change and its impact on students.
Continuity	EDA College will always seek to minimise disruption to enrolled students and to maintain the quality and integrity of the learning experience through any period of change.
Fairness	Where a change disadvantages a student, EDA College will consider what reasonable mitigation or remedy is appropriate, including the option to exit the programme without academic or financial penalty where a major change is material to the student's decision to enrol.

2. Regulatory and Contractual Framework

2.1 Relationship between EDA College and Birmingham Newman University

EDA College operates as a franchise/subcontracting partner of Birmingham Newman University under the Collaborative Provision Operations Manual (Birmingham Newman University, Version 1.0, May 2025). Under this arrangement:

- Students register with both EDA College and Birmingham Newman University and study the approved programme in order to achieve a degree awarded by Birmingham Newman University.
- Birmingham Newman University is responsible for the curriculum, academic standards, and all academic regulations governing the programme.
- EDA College is responsible for the delivery of teaching, student support, and local operational management.
- Any changes to the programme curriculum, assessment strategy, or programme structure must be submitted to Birmingham Newman University and approved through the Minor Modifications procedure or, for major changes, the Programme Review and Development Group (PRaDG).
- EDA College cannot unilaterally alter the content of modules, assessment requirements, or programme structure without Birmingham Newman University's approval.

2.2 Birmingham Newman University Academic Regulations

The EDA College Academic Regulations 2025–26 are the customised adoption of Birmingham Newman University's General Academic Regulations. The following provisions of those regulations are directly relevant to course changes:

Regulations in force

Regulation A1.3 states that the regulations in force at any time are those for that academic year. When a student registers at the start of or during an academic year, they sign up for the regulations of that academic year. Regulation A2.1 provides that in the exceptional case of any changes made during an academic year, these will be communicated to all students and highlighted until the end of that academic year, with as much notice as possible given to enrolled students.

Returning students

Regulation A1.4 states that a student returning to study after a period of interruption will be required to abide by the regulations in force at the time of their return, and will resume on the programme of study in operation at the point of return — which may not be the programme they originally studied. EDA College and Birmingham Newman University do not guarantee that the same programme will be available for a student to return to after suspension of studies (Regulation C9.1).

Curriculum changes

The Collaborative Provision Operations Manual specifies that EDA College programmes are franchise programmes and that Birmingham Newman University is responsible for the curriculum. Any changes must be discussed with EDA College and approved through the Birmingham Newman Minor Modifications procedure. Any major changes may require a revalidation, submitted to the PRaDG. Changes to on-campus programmes at Birmingham Newman will be introduced a year before implementation at EDA College for existing partnership programmes.

Programme Assessment Boards and award requirements

The General Academic Regulations set out the minimum credit requirements for each award. Where a programme change affects these credit requirements or the availability of exit awards, the Programme Assessment Board retains authority over all decisions relating to student progression and awards.

2.3 Consumer Protection Obligations

EDA College recognises its obligations under consumer protection law and the CMA's Higher Education: Consumer Law Advice for Providers guidance. The key principles are:

- Students must be given clear, accurate and timely information about their course before and after they enrol.
- Terms and conditions (including the nature of the programme and the circumstances in which changes can be made) must be transparent and fair.
- Material changes made after a student has accepted an offer — particularly those that affect core features of the course (such as qualification awarded, mode of study, or principal teaching location) — require clear justification, adequate notice, and the offer of a remedy where the change is to the student's detriment.
- EDA College's Terms and Conditions, published on its website, incorporate the provisions of this policy and form part of the contract between EDA College and each enrolled student.

2.4 OfS Conditions of Registration

Birmingham Newman University holds registration with the Office for Students (OfS) in the Approved (fee cap) category. EDA College's delivery of franchise programmes is subject to the OfS Conditions of Registration, including:

- Condition B1 (Academic experience): Programmes must be delivered to a level of quality that students are entitled to expect.
- Conditions C1 and C5 (Consumer protection and treating students fairly): Students must receive reliable information about their programme and any changes to it.
- Condition B3 (Student outcomes): Continuation and completion rates must be maintained at a level consistent with the programme's context.
- OfS franchise scrutiny (OfS Strategy 2025–2030): Franchise partnerships are subject to strengthened regulatory scrutiny. EDA College's transparent and evidence-led approach to course changes directly supports Birmingham Newman University's compliance with OfS requirements.

3. Classification of Course Changes

3.1 Overview

Not all changes to a programme are equal in their significance or their impact on students. This policy distinguishes between three categories of change: Minor, Significant, and Major. The classification of a change determines the approval process required, the notice given to students, and the remedies offered.

In cases of doubt as to the appropriate classification of a change, the determination will be made by the Registrar in consultation with the Programme Leader and the Birmingham Newman Academic Partnerships Lead. Where a change is borderline between Significant and Major, it will be classified as Major.

3.2 Classification Matrix

Change Type	Examples	Classification	Notice Required	Student Consent
Module content update	Updating reading lists; refreshing case studies; adding new topics within the existing module learning outcomes	Minor	None required — communicated via VLE	Not required
Assessment task variation	Changing the specific essay question or report topic whilst keeping the assessment type, weighting and learning outcomes unchanged	Minor	Communicated at start of module	Not required
Teaching staff change	Replacing or supplementing a module tutor with another appropriately qualified member of staff	Minor	Communicated as soon as confirmed	Not required
Minor timetable adjustment	Changing the day or time of a weekly session by up to one hour; rescheduling a single session due to staff absence	Minor	Minimum 1 week	Not required
Module addition or withdrawal	Adding a new optional module to the programme; withdrawing an optional module that has not yet been taken by any current student	Significant	Minimum 1 semester	Consultation — no consent required
Change to assessment weighting or type	Changing the weighting between coursework and examination within a module; replacing an essay with a presentation (or vice versa) while keeping learning outcomes	Significant	Minimum 1 semester	Consultation — no consent required
Change to module credit value	Reducing or increasing the credit weighting of a module (e.g. from 20 to 40 credits)	Significant	Minimum 1 academic year	Consultation — consent may be required if affects award pathway
Delivery location change (campus)	Moving teaching to a different room, building or site within the same geographic area	Significant	Minimum 4 weeks	Notification — no consent required unless accessibility is impacted
Change to mode of study	Increasing or decreasing the proportion of online versus in-person delivery; introducing or removing blended learning for a module	Significant	Minimum 1 semester	Consultation — student impact assessment required

Withdrawal of a compulsory module	Removing a core or compulsory module from the programme and replacing it with an equivalent	Major	Minimum 1 academic year	Required — or suitable alternative offered
Change to the award title or qualification	Changing the programme title or the qualification type (e.g. BSc to BA); adding or removing an Honours designation	Major	Minimum 1 academic year (prospective students); existing students protected	Required for enrolled students
Suspension or closure of a programme	Deciding not to run an intake; closing the programme to new entrants; teach-out of existing students	Major	Minimum 1 academic year for new entrants; as much notice as possible for enrolled students	Not applicable (closure) — remedies offered
Change of awarding body	Moving the programme from Birmingham Newman University to another awarding body	Major	Minimum 1 academic year — regulatory approval required	Required — right to exit without penalty
Change of principal teaching location (city or region)	Moving all teaching from one city to another; relocating the principal campus to a new geographic area	Major	Minimum 1 academic year	Required — right to exit without penalty
Significant reduction in facilities	Permanent loss of library provision, IT facilities, or student support services that materially affect the student experience	Major	As soon as confirmed; minimum 4 weeks	Required if no suitable alternative provided

3.3 Changes Beyond EDA College's Control

Certain changes may be necessitated by factors outside EDA College's reasonable control. These include, but are not limited to:

- Changes required by Birmingham Newman University's own programme review, periodic review, or validation decisions.
- Changes mandated by a Professional, Regulatory or Statutory Body (PRSB) with oversight of the programme.
- Changes required by the Office for Students or another regulatory authority.
- Loss of a key member of academic staff through unforeseen and unavoidable circumstances, where no suitable replacement can be found without delay.
- Force majeure events, including public health emergencies, natural disasters, or government-mandated closures.
- Loss of a teaching venue due to circumstances outside EDA College's control (for example, building damage or the loss of a lease).

Where a change is driven by one of the above factors, EDA College will:

1. Notify students as soon as the change is confirmed and provide an explanation of the reason.
2. Apply the same notice standards and remedies as for a change of the equivalent classification, adapted where necessary to reflect the emergency nature of the situation.
3. Work with Birmingham Newman University to identify the most student-protective solution as quickly as possible.
4. Document the circumstances fully for the Annual Evaluation Review (AER) and for any relevant regulatory reporting.

4. Approval Processes

4.1 Minor Changes

Minor changes do not require formal approval beyond the relevant module leader or Programme Leader but must be recorded. The process is:

1	Module Leader identifies the need for a minor change and documents it in writing, including the rationale.
2	Programme Leader reviews the proposed change and confirms it falls within the Minor classification. Programme Leader records approval.
3	Change is communicated to students via the relevant VLE module page, email notification through the college's student email system, or in-session announcement, as appropriate.
4	Change is recorded in the module's record for that academic year and reported at the next Staff Student Consultative Committee (SSCC) meeting for transparency.
5	If the change affects assessment arrangements for any student with a Reasonable Adjustment Plan (RAP) or Individual Learning Plan (ILP), the Assessments Team and Inclusion Coordinator are notified immediately.

4.2 Significant Changes

Significant changes require approval by the Programme Leader, notification to Birmingham Newman University, and formal student consultation. The process is:

1	Programme Leader prepares a written Change Proposal setting out: the nature of the change; the educational or operational rationale; the anticipated impact on students; the proposed timeline; and the communication plan.
2	Change Proposal is submitted to the EDA College Academic Board for approval.
3	Simultaneously, the Change Proposal is submitted to the Birmingham Newman Academic Partnerships Lead for review and, where required, to the relevant Subject Leader or Link Tutor for academic sign-off.
4	Student consultation is conducted. The Programme Leader or a designated academic will present the proposed change at a Staff Student Consultative Committee (SSCC) meeting or, if timing does not permit, via a written consultation circulated to all affected students, giving students a minimum of two weeks to respond.
5	Student feedback is reviewed by the Academic Board. Where student feedback identifies a significant concern, the Board must consider whether mitigation or an amendment to the proposal is appropriate before proceeding.
6	Students are formally notified of the confirmed change in writing, with the effective date, by email to their official college email account. Notification includes information on the student's right to raise concerns through the Student Complaints procedure.
7	The change is recorded in the programme's documentation and reported in the Annual Evaluation Review (AER). The External Examiner is notified at the next available opportunity.

4.3 Major Changes

Major changes require the highest level of scrutiny, full regulatory compliance, and must meet the requirements of both Birmingham Newman University's governance processes and the OfS Conditions of Registration. The process is:

1	The Principal, working with the Programme Leader and Registrar, prepares a Major Change Impact Assessment. This sets out: the nature and reason for the change; the regulatory and legal basis; the impact on each cohort of enrolled students; options considered and rejected; the proposed remedy for affected students; and the timeline.
2	The Major Change Impact Assessment is presented to the EDA College Academic Board for a

	formal decision. The Board must be satisfied that the change is necessary, that student impact has been properly assessed, and that the proposed remedies are fair and proportionate.
3	EDA College submits the approved Major Change Impact Assessment to Birmingham Newman University. For curriculum or programme structure changes, this follows the Minor Modifications procedure or, for more fundamental changes, the PRaDG revalidation process. No major change is implemented until Birmingham Newman University has formally approved it.
4	Where the change requires notification to the OfS (for example, a change to the registered provider details or a material change to the programme that affects the basis of registration), Birmingham Newman University leads the regulatory notification in its capacity as the registered provider. EDA College provides all relevant supporting information.
5	EDA College gives all affected students formal written notice of the proposed major change. This notice must be given at least one academic year in advance for enrolled students where at all practicable. The notice must include: a clear description of the change; the reasons for it; the effective date; the impact on the student's studies and award; the remedies available; and how to raise concerns or exercise the right to exit.
6	A dedicated student information session is held, facilitated by the Programme Leader and attended by a representative of Birmingham Newman University. Students are given the opportunity to ask questions, raise concerns, and be directed to appropriate support.
7	Students are given a formal opportunity to consent to the change, or — where the change is material to their decision to enrol and they do not wish to continue — to exit the programme without academic or financial penalty (see Section 6 for Remedies).
8	The outcomes of the major change process — including student responses, remedies offered and taken up, and any regulatory interactions — are documented fully in the AER and in EDA College's quality assurance records. The External Examiner is informed at the earliest opportunity.

Where a major change is required as a matter of urgency — for example, due to the sudden loss of a teaching venue or a regulatory directive — the full process above will be followed as closely as circumstances allow, with the sequence compressed as necessary. Students will always be notified as soon as the change is confirmed, even where the full impact assessment cannot yet be completed.

5. Specific Provisions by Change Type

5.1 Changes to Qualifications and Award Titles

The award of a Birmingham Newman University degree is the primary qualification delivered through EDA College's programme. Changes to the qualification conferred — including the award title, the level of the award, or the awarding body — represent some of the most significant changes that can affect students.

Protection for enrolled students

Where EDA College or Birmingham Newman University proposes to change the title or nature of the qualification awarded, students who are already enrolled on the programme retain the right to complete the qualification for which they enrolled, provided they remain in continuous registration. This principle of 'protection of legitimate expectation' applies unless the change is mandated by the OfS or a PRSB and cannot reasonably be avoided.

Change of awarding body

In the event that the collaborative arrangement between EDA College and Birmingham Newman University were to end, or the awarding body of the programme were to change, EDA College will:

- Give enrolled students at least one full academic year's notice, or as much notice as circumstances allow.
- Work with both the current and any new awarding body to ensure that credits already accumulated by enrolled students are recognised and honoured to the fullest extent possible.
- Offer all enrolled students the choice to: (a) continue with the programme under the new awarding body; (b) transfer to the equivalent programme at Birmingham Newman University's own campus, subject to available places; or (c) exit with a recognised interim award for credits already accumulated, without financial penalty.
- Ensure that transcripts and certificates accurately reflect the awarding body that conferred any credits or awards earned.

Programme suspension and teach-out

Where EDA College decides to suspend a programme — ceasing to recruit new students while continuing to deliver for enrolled students — the following provisions apply:

- Enrolled students will be given a written commitment that EDA College will deliver the programme to the point of their graduation, subject to their maintaining satisfactory academic progress.
- EDA College will maintain all necessary resources — staffing, facilities, VLE support, and library access — to ensure the quality of the programme is not compromised during the teach-out period.
- Where a programme has been suspended, resit opportunities will be provided for at least the period specified in the Academic Regulations (normally up to two academic years following the original failure).
- Birmingham Newman University will also normally provide two opportunities for resit assessments at times it specifies where a module is discontinued (Regulation G6.30).

5.2 Changes to Mode of Study

EDA College delivers its programme through a blended/flipped learning model. Changes to the balance between in-person and online delivery are classified as Significant or Major depending on their scale and permanence. The following provisions apply:

Blended learning adjustments

Incremental adjustments to the balance of in-person and online delivery within a module — for example, replacing one in-person session per semester with an equivalent online activity — are classified as Minor, provided the total contact hours are maintained and the learning outcomes are unaffected.

Significant shifts in delivery mode

Where a programme or module is proposed to move from primarily in-person delivery to primarily online delivery, or vice versa, this constitutes a Significant change requiring student consultation. EDA College must demonstrate that:

- The learning outcomes of the programme can be met equally well through the proposed new mode.
- Appropriate digital infrastructure and support is in place for students who may face barriers to online learning.
- Students with Reasonable Adjustment Plans (RAPs) or disabilities that affect their ability to engage with online learning are specifically consulted and their needs are accommodated.

Emergency shift to online delivery

In circumstances of force majeure — such as a public health emergency — EDA College may be required to shift teaching entirely online at short notice. In such circumstances:

- Students will be notified as quickly as possible, with practical guidance on how to access online teaching.
- The college will ensure that all students have access to the digital resources needed to participate, including consideration of loan equipment or data provision for students who face digital access barriers.
- Assessment arrangements will be reviewed and, where appropriate, adjusted to reflect the changed delivery mode, with any adjustments communicated in writing to all affected students.
- The change will be reported to Birmingham Newman University, and any impact on assessment moderation, External Examiner access, or Programme Assessment Boards will be managed in consultation with the Birmingham Newman Academic Partnerships Lead and Registry.

5.3 Changes to Teaching Location and Facilities

Minor location changes

Changes to the room or building in which teaching takes place, where the teaching remains on the same campus or within the same immediate geographic area, are classified as Minor. Students will be notified of any such change as quickly as practicable — at minimum, before the affected session takes place. Where a change of room affects accessibility for any student with mobility or other access needs, the Inclusion Coordinator must be consulted before the change is implemented.

Campus relocation

Where EDA College proposes to relocate its principal teaching campus to a different building or site within the same city, this is classified as Significant. Where relocation is to a different city or region, it is classified as Major. The following additional provisions apply to campus relocation:

- EDA College will conduct a travel impact assessment, considering the effect of the proposed location change on each enrolled student cohort, including journey times, transport costs, and the availability of public transport.
- Students who can demonstrate that the new location creates a material financial or practical hardship — for example, requiring them to move home or incur significantly greater travel costs — will be offered a meeting with the Student Support team to explore available options, which may include a Reasonable Adjustment Plan, financial hardship support, or the option to exit without financial penalty.
- The physical accessibility of any new campus location will be assessed against the requirements of the Equality Act 2010 before students are committed to attending.

Changes to facilities

Where there is a permanent reduction in the facilities available to students — including library access, IT facilities, student support services, or welfare facilities — EDA College must:

- Assess the impact of the loss on students' ability to meet programme requirements and on their overall student experience.

- Propose and implement alternative provision before the change takes effect, where at all practicable.
- Consult with students via the Staff Student Consultative Committee (SSCC) on the proposed alternative provision.
- Where no adequate alternative can be provided, classify the change as Major and apply the remedies set out in Section 6.

Facilities specifically referenced in the EDA College Student Handbook and Student Support Policy as available to students — including the library resources provided through Birmingham Newman University, the college VLE, EDAN access, and student support services — form part of the contractual offer to students. Permanent withdrawal of any of these without suitable replacement will be treated as a Major change.

5.4 Changes to Curriculum and Module Structure

Curriculum development is primarily the responsibility of Birmingham Newman University. EDA College's role is to deliver the approved programme and to work with Birmingham Newman University to implement any curriculum changes in a timely and student-protective manner. The Collaborative Provision Operations Manual provides that:

- Changes to on-campus Birmingham Newman University programmes will be introduced at EDA College one year before implementation at the partner site for existing partnership programmes.
- New partnership programmes will be aligned to the on-campus programme where this lends itself to better management of the partnership and the student journey.
- Any major curriculum changes that would require revalidation are submitted to the Birmingham Newman Programme Review and Development Group (PRaDG). All such changes are subject to periodic review within a five-year cycle.

Module withdrawal — protection for enrolled students

Where a module is withdrawn from the programme, the following protections apply to enrolled students who have already attempted or are currently taking that module:

- Where a module is discontinued, Birmingham Newman University will normally provide two opportunities for resit assessments at times it specifies. There will be no opportunity for reassessment by retake with re-enrolment on the discontinued module (Regulation G6.30).
- Where a student is required to retake a module by re-enrolment and the module is no longer available, a direct equivalent of a larger size may be offered as part of a negotiated diet of modules, agreed with the student where possible (Regulation G6.45).
- Where no equivalent module can be offered, the Programme Assessment Board may, on the recommendation of the relevant Programme Leader and Subject Leader, offer a negotiated module up to a maximum of 40 credits per level of study (Appendix One, Negotiated Module definition).

Changes affecting exit awards

Where a curriculum change would affect a student's ability to qualify for an exit award (such as a Certificate or Diploma of Higher Education), EDA College and Birmingham Newman University will work together to ensure that students who have accumulated sufficient credits retain their entitlement to those interim awards. The minimum credit requirements for all awards are set out in Regulation D3.1 and are protected for enrolled students.

5.5 Changes to Fees and Financial Terms

Annual tuition fee increases within the parameters set by the OfS and Birmingham Newman University's fee cap are not classified as course changes for the purposes of this policy. Such increases are communicated to students through the separate fee notification process, in line with the college's Terms and Conditions.

The following fee-related changes are, however, treated as significant or major changes under this policy:

- The introduction of new, additional compulsory charges that were not disclosed at the time of the student's enrolment (for example, compulsory field trip fees, compulsory equipment purchases, or compulsory examination fees for resits that were not previously charged).
- A significant increase in the cost of compulsory activities or resources that were previously provided by EDA College at no additional charge to students.
- Any change to the financial terms under which a student's award will be confirmed (for example, a new requirement to clear all debt before a certificate is issued that was not included in the original Terms and Conditions).

Where a student withdraws from their programme as a result of a Major change under this policy, and EDA College accepts that the change was material to the student's decision to enrol, the student will not be liable for tuition fees beyond the point of their withdrawal. The standard debt provisions in the college's Debt Management Policy will not apply in such cases.

6. Student Rights and Remedies

6.1 Rights on Notification of a Change

Upon receiving formal notification of any Significant or Major course change, all affected students have the following rights:

Right	Detail
Right to information	To receive a clear, written explanation of the change, its reasons, its effect on the student's studies and award, the timeline, and the remedies available.
Right to be heard	To participate in a student consultation process and to have feedback taken into account before the change is finalised.
Right to support	To meet with the Programme Leader, a member of the Academic Support Team, or the Registrar to discuss how the change affects them personally and what options are available.
Right to raise concerns	To raise concerns about the change through the Student Complaints procedure at any time. The raising of a complaint does not delay the implementation of a change, but EDA College will engage with complaints in good faith and will consider whether any amendment to the change or its implementation is appropriate.
Right to appeal a related academic decision	Where a course change results in an adverse academic decision — for example, a module withdrawal that affects a student's ability to qualify for an award — the student may appeal that decision through the Academic Appeals procedure within one month of receiving the official results letter.
Right to exit (Major changes only)	Where EDA College classifies a change as Major and the student considers it to be material to their decision to enrol, the student may request to exit the programme without academic or financial penalty, subject to the conditions set out in section 6.2 below.

6.2 Right to Exit Without Penalty

Where EDA College implements a Major change to a programme, and a student considers that change to be material to their original decision to enrol — such that they would not have enrolled on the programme had the change been in place at the time of application — the student may apply to exit the programme without financial or academic penalty.

Conditions for the right to exit

- The change must be classified as Major under Section 3 of this policy.
- The student must apply to exercise the right to exit in writing to the Registrar within six weeks of receiving the formal notification of the Major change.
- The student must provide a written explanation of why the change is material to their decision to have enrolled — for example, that the change of location makes attendance impractical, that the change of award title affects their professional registration, or that the change to mode of study is incompatible with a disability they disclosed at the point of application.
- EDA College will review the application within ten working days. Where the application is accepted, EDA College will confirm in writing the terms of the exit, including the financial settlement.
- Where EDA College does not accept that the change is material to the student's decision to enrol, the student may refer the matter to the Student Complaints procedure and, if unresolved, to the Office of the Independent Adjudicator (OIA).

Financial settlement on exit

Where EDA College accepts a student's right to exit under this provision:

- No tuition fees will be due for any period of study after the formal date of exit.

- Tuition fees already paid in respect of the period of study completed before the exit date are not refundable (as the student will have received the benefit of that teaching), unless EDA College and the student agree otherwise.
- The standard tuition fee liability schedule in the Debt Management Policy will not apply to a student exiting under this provision.
- The student will be considered for any exit award for which they have accumulated sufficient credits, in accordance with the standard award requirements, without financial penalty.
- EDA College will provide the student with a full academic transcript of all credits accumulated, issued by Birmingham Newman University.

6.3 Remedies Short of Exit

Where a student does not wish to exit the programme but is adversely affected by a course change, EDA College will explore all reasonable remedies in consultation with the student. These may include:

- A Reasonable Adjustment Plan (RAP) or Individual Learning Plan (ILP) to accommodate the practical impact of the change on the student's circumstances.
- Financial hardship support from the college's hardship bursary fund, where the change has increased the student's costs (for example, through increased travel requirements following a campus move).
- A period of Interruption of Study (suspension) without penalty, to allow the student time to adjust to the change, where this is appropriate and practicable.
- A transfer to a different programme at EDA College or, where possible, to an equivalent programme at Birmingham Newman University's own campus, where such a transfer would be in the student's academic interest.
- Amendment to the student's assessment arrangements, where the change affects the format or timing of assessments, in consultation with the Assessments Team and where appropriate the Module Leader.

6.4 Protection of Continuing Students on Return from Interruption

Students who return from a period of interruption of study (suspension) are required to abide by the regulations in force at the time of their return and to resume on the programme of study in operation at the point of return (Academic Regulation A1.4). EDA College and Birmingham Newman University do not guarantee that the same programme will be available for a student to return to after suspension (Regulation C9.1).

However, EDA College is committed to the following protections for returning students:

- Returning students will be given the fullest possible information about any programme changes that have occurred during their absence before they are required to confirm their return.
- Where the programme has changed significantly during the student's absence, the Registrar will arrange a meeting with the Programme Leader to discuss the changes and their implications before re-enrolment is confirmed.
- Where a returning student would be required to repeat modules that they have already passed (because those modules have been restructured or replaced), EDA College will work with Birmingham Newman University to find a solution that avoids unnecessary repetition.
- A student who, having received information about changes during their absence, decides not to return will be treated as having withdrawn and will be entitled to any exit award for which they have accumulated sufficient credits.

7. Communication Standards

7.1 Channels and Format

All formal communications regarding course changes will be sent to students' official college email accounts via EDAN. EDA College will not rely on informal channels (such as verbal announcements in sessions alone) for notification of Significant or Major changes. Formal notifications will:

- Be written in plain English, avoiding jargon.
- Clearly state the nature of the change, the reason for it, and the date on which it takes effect.
- Set out the student's rights and the remedies available.
- Provide the name and contact details of the member of staff responsible for the change, to whom questions may be directed.
- Include a copy of, or a direct link to, this Course Change Policy.

7.2 Notice Standards

Minor change	As soon as confirmed; minimum before the next affected session.
Significant change	Minimum one full semester before the change takes effect, where at all practicable.
Major change	Minimum one full academic year before the change takes effect, where at all practicable. In emergency situations, as soon as the change is confirmed, with the reasons for the shortened notice period explained clearly.
Prospective students	Material changes that affect prospective students are reflected in updated marketing materials, the EDA College website, and offer letters before new offers are made.

7.3 Pre-Enrolment Information

EDA College is committed to providing accurate and up-to-date information to prospective students before they make a commitment to enrol. The EDA College website, prospectus, and programme information sheets will:

- Accurately describe the programme as it will be delivered in the relevant academic year.
- Include information about the circumstances in which changes may be made and a reference to this Course Change Policy.
- Be reviewed and updated annually, and updated promptly whenever a Significant or Major change is confirmed.
- Clearly identify which aspects of the programme are fixed (such as the awarding body and the qualification title) and which may be subject to change (such as the specific modules offered in any given year).

7.4 Updating the Student Handbook

The EDA College Student Handbook is reviewed annually. Where a Significant or Major change occurs during the academic year, the Student Handbook will be updated at the earliest opportunity, with a clear note of the date of the update and a summary of the change made. An updated version will be shared with all enrolled students via their college email accounts.

8. Roles and Responsibilities

8.1 Responsibility Matrix

Role / Body	Responsibilities	When engaged
Principal	Overall strategic accountability for course change policy. Approves all Major change proposals before submission to Academic Board. Signs all formal Major change notices to students. Ensures OfS and Birmingham Newman University are informed as required.	All Major changes; escalated Significant changes.
Academic Board	Formally approves all Significant and Major change proposals. Reviews student consultation feedback. Confirms that student remedies are appropriate. Receives annual report on all changes made during the academic year.	All Significant and Major changes; annual review.
Registrar	Leads on classification of proposed changes. Manages the formal documentation of all changes. Coordinates the student communication process. Maintains the Change Register. Liaises with Birmingham Newman University Registry on student record implications.	All changes.
Programme Leader	Identifies the need for changes affecting the programme. Prepares Change Proposals. Leads student consultation. Ensures Module Leaders are briefed. Confirms that changes are reflected in the VLE and programme documentation.	All changes.
Module Leaders	Identifies and proposes Minor changes within their module. Implements confirmed changes to VLE module pages and Assignment Briefs. Notifies students of Minor changes affecting their module.	Minor changes; implementation of Significant changes within modules.
Birmingham Newman University — Academic Partnerships Lead	Reviews and approves Significant and Major changes submitted by EDA College. Submits required changes to the PRaDG or Minor Modifications process. Ensures External Examiners are informed. Coordinates regulatory notifications to OfS where required.	All Significant and Major changes; regulatory matters.
Birmingham Newman Link Tutor	Provides academic advice on proposed changes. Reviews updated VLE module content. Attends SSCC and Subject Boards where changes are discussed. Reports on change management in the Link Tutor Annual Report.	Significant and Major changes; curriculum changes.
Inclusion Coordinator / Welfare Officer	Assesses impact of proposed changes on students with RAPs or disclosed disabilities. Advises on whether changes require amendments to existing RAPs. Consulted before any change affecting physical accessibility is confirmed.	All changes with accessibility implications.
Academic Support Team (AST)	Supports students in understanding the practical implications of changes. Assists students in applying for available remedies (extensions, ILPs, RAPs, hardship support). Provides pastoral support to students considering exiting the programme.	Significant and Major changes; individual student support.
Student Representatives (SSCC)	Represent the student voice in consultation on Significant and Major changes. Provide feedback on proposed changes on behalf of their cohort. Report SSCC discussions to the wider student body.	Significant and Major changes requiring consultation.
External Examiner	Receives notification of all Significant and Major changes. Comments on the impact of changes on academic standards in the Annual External Examiner Report. Attends Subject Boards where changes are discussed.	Significant and Major changes; annual reporting.

9. Change Register and Record-Keeping

9.1 The Course Change Register

The Registrar is responsible for maintaining a Course Change Register. The register is a permanent record of all course changes — Minor, Significant, and Major — made to EDA College programmes. For each change, the register records:

- The date the change was proposed.
- The nature and classification of the change.
- The rationale for the change.
- The date and method of student notification.
- The outcome of any student consultation.
- The approval received (internal and from Birmingham Newman University).
- The effective date of the change.
- Any remedies offered and taken up by students.
- Any complaints or appeals arising from the change and their outcomes.

The Course Change Register is reviewed at each Academic Board meeting. A summary of changes made during the academic year is included in the Annual Evaluation Review (AER) submitted to Birmingham Newman University.

9.2 Retention of Records

Records relating to course changes — including Change Proposals, approval decisions, student notifications, consultation responses, and remedy decisions — must be retained for a minimum of six years from the effective date of the change. Records relating to a change that results in a student exercising the right to exit must be retained for a minimum of six years from the date of exit.

9.3 Annual Reporting

The Academic Board will receive an annual Course Change Report at its September meeting each year, prepared by the Registrar. The report will include:

- A summary of all changes made in the preceding academic year, by classification.
- The number of students consulted, the nature of feedback received, and how it was addressed.
- The number of students who exercised the right to exit following a Major change, and the financial and academic settlements agreed.
- Any complaints or appeals arising from course changes and their outcomes.
- Recommendations for any amendments to this policy arising from the year's experience.

10. Complaints, Appeals and External Escalation

10.1 Student Complaints

Students who are dissatisfied with any aspect of the course change process — including the classification of a change, the notice given, the consultation process, or a decision not to offer the right to exit — may raise a formal complaint through the EDA College Student Complaints Policy.

Students are encouraged to attempt informal resolution in the first instance by contacting the Programme Leader or the Registrar. Where informal resolution is not possible or appropriate, a formal complaint should be submitted within three months of the event giving rise to the complaint.

Complaints relating to course changes will be handled in accordance with the Student Complaints Policy. Where a complaint relates to a decision made by Birmingham Newman University (for example, the decision to withdraw a module or change the programme title), EDA College will assist the student in pursuing their complaint with Birmingham Newman University through the appropriate channel.

10.2 Academic Appeals

Where a course change results in an adverse academic decision by a Programme Assessment Board — for example, a decision that a student cannot progress because a required module has been withdrawn without a suitable replacement — the student may appeal that decision through the Academic Appeals procedure. Appeals must be submitted within one month of the date of the official results letter.

Appeals against the course change decision itself (as distinct from its academic consequences) are not handled through the Academic Appeals procedure; they are handled through the Student Complaints procedure or, where applicable, the right to exit process.

10.3 Office of the Independent Adjudicator

Where a student has exhausted EDA College's internal complaints and appeals procedures and remains dissatisfied, they may refer the matter to the Office of the Independent Adjudicator (OIA). The OIA is a free, independent service for students at registered higher education providers in England and Wales. Students must obtain a Completion of Procedures letter from EDA College before submitting a complaint to the OIA.

Students who believe that a course change constitutes an unfair contract term, or who wish to take legal advice on their consumer rights, may also seek advice from Citizens Advice or a solicitor. EDA College will not obstruct students from seeking such advice, and will co-operate fully with any legal or regulatory investigation into a course change.

11. Related Policies and Documents

11.1 Birmingham Newman University Documents

Birmingham Newman University General Academic Regulations (customised adoption 2025–26)	Source regulations for this policy; available via EDA College website and VLE.
Collaborative Provision Operations Manual — EDA (Version 1.0, May 2025)	Operational framework governing the franchise partnership; approval processes for curriculum changes.
Birmingham Newman University Contextual Admissions Policy	Referenced in access provisions.
Birmingham Newman University External Examiner Handbook	External Examiner role in quality assurance of changes.
Birmingham Newman University Minor Modifications Procedure	Approval route for Significant curriculum changes.
Birmingham Newman University Programme Review and Development Group (PRaDG)	Approval route for Major curriculum changes requiring revalidation.

11.2 External Regulatory Framework

UK Quality Code for Higher Education (QAA, 2024)	Standards and guidance on the quality of higher education provision.
OfS Conditions of Registration (2025)	Regulatory requirements applicable to registered providers and franchise partners.
OfS Strategy 2025–2030	Regulatory priorities including franchise scrutiny and quality.
CMA Consumer Protection Guidance for Higher Education Providers (2015, updated 2023)	Consumer law obligations on transparency, fairness and remedies.
Equality Act 2010	Non-discrimination requirements affecting changes with accessibility implications.
UK GDPR and Data Protection Act 2018	Data protection requirements governing student records.

End of Policy