

## Part 1: Consumer Protection Legislation: Guidance

- This guidance provides an overview for faculties and departments, of the information that UCL is required to provide as part of its obligations under consumer protection legislation, as outlined in the advice provided by the [Competition and Markets Authority \(CMA\)](#). In addition, it provides guidance on when and what

Total program







**MATRIX**

Risk Level	Information being changed	Type of Amendment	Applicants	Offer Holders	Current Students
High	Entry requirements/criteria (both academic and non-academic and an indication of the standard/typical offer level criteria)	<p><u>Major</u> - Amendment to the entry requirements, related to specific PSRB requirements/registration/loss of accreditation.</p> <p><u>Minor</u></p> <p>standard entry requirements, including:</p> <ul style="list-style-type: none"> <li>a) English language requirement</li> <li>b) Specific academic requirements, such as sub04 Tf1 5</li> </ul>			



Risk Level	Information being changed	Type of Amendment	Applicants	Offer Holders	Current Students
Medium	Length of the course	<p><u>Moderate</u> - Change to the advertised duration and/or addition of a placement or period of study abroad</p>	<p>Duration notify only.</p> <p>If a placement or period of study abroad was added, this should be added as an option if you have applicants already. They should be notified that the option is now available.</p> <p><b>2 weeks to withdraw/transfer application.</b></p>	<p>Duration notify only.</p> <p>If a placement or period of study abroad was added, this should be added as an option if you have applicants already. They should be notified that the option is now available.</p> <p><b>2 weeks to withdraw/transfer application.</b></p>	<p>If a</p>









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Low (if made condonable)				department to withdraw/transfer application.	If making a module condonable - notify only.  2-4 weeks at discretion of department to respond.



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Low	Important information about the course	<u>Minor</u> - Removal or addition of classifiable interim or alternative qualification(s)			

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Low	Important information about the course	<u>Minor</u> - Removal or addition of a new mode of study e.g. part-time or flexible/modular	Notify only.  <b>2 weeks to withdraw/transfer application.</b>	Notify only.  <b>2 weeks to withdraw/transfer application.</b>	<u>Addition of a mode</u> Notify only.  <b>2 weeks to respond.</b> <u>Removal of a mode</u> Should not affect current students. The programme would need to be taught out in all the available modes. Modes could only be removed for applicants or offer holders.
Low	Important information about the course	<u>Minor</u> - Change to or addition of a point of entry  <u>Moderate</u> - Converting interim qualifications into stand-alone programmes of study	Notify only.  <b>2 weeks to withdraw/transfer application.</b>	Notify only.  <b>2 weeks to withdraw/transfer application.</b>	Notify only.  <b>2 weeks to respond.</b>

Risk Level	Information being changed	Type of Amendment	Applicants	Offer Holders	Current Students
N/A	Accreditation information	<p><u>Minor</u> - Amendment to the accreditation status, including:</p> <ul style="list-style-type: none"> <li>a) New PSRB accreditation application;</li> <li>b) Recognition/loss or non-renewal of an existing PSRB accreditation;</li> </ul> <p>Recognition/change to an existing PSRB accreditation or recognition status.</p>	<p>Notify only - provide full explanation of why change is taking place.</p> <p><b>2 weeks to withdraw/transfer application.</b></p>	<p>Notify only - provide full explanation of why change is taking place.</p> <p><b>2 weeks to withdraw/transfer application.</b></p>	<p>Notify only - provide full</p>