

Additional guidance for the code of practice for programme life cycle processes (2025-2026) - Module/Programme CMA Change Table

Ahead of the 2026-2027 revision of the code of practice for programme life cycle processes this additional guidance contains the updated *Module/Programme CMA Change Table* that should be referred to and applied. The consumer protection law section of the current code has been extracted below for ease of reference.

Consumer protection law

The University has a responsibility to comply with the requirements of consumer protection law set out by the Competition and Markets Authority. The [UK higher education providers – advice on consumer protection law](#) provides guidance on which module and programme information may be considered as ‘material’ and ‘non-material’ information. Changes to information that is considered ‘material information’ would require notification to prospective students and current students. In addition to ‘material information’ that requires notification under consumer protection law, it is the University’s decision on whether to notify prospective students on changes to ‘non-material’ information if it chooses to. The University has reviewed the documentation and devised a table outlining which changes to modules and programmes require student notification (prospective and current students).

The revised table below details the University’s responsibility regarding consumer protection law when changes are made to modules and programmes. The revised *Module/Programme CMA Change Table* has been approved by the University’s Consumer Protection Task Group since the publication of the 2025-2026 code of practice for programme life cycle processes and should be applied with immediate effect. The table sets out what changes **require** notification to current and prospective students.

Academic Quality Services can be contacted for further advice should this be required - qualitysupport@surrey.ac.uk.

Table 1: Module/Programme CMA Change Table

Level (Programme / Module)	Change type	Impact on programme (Major/Minor - defined in PLC CoP)	CMA definition material vs non material change	Prospective Students (application stage / offer stage / enrolment stage)	How prospective students are informed	Current Students	How current students are informed
Module	Assessment Pattern	Minor	Material	Yes	QCM-Admissions	Yes	Programme Lead
Module	Hours	Minor	Material	Yes	QCM-Admissions	Yes	Programme Lead
Module	Add a Pre/co-requisite	Minor	Non - Material	Yes	QCM-Admissions	Yes	Student Representative
Module	Module name	Minor	Non-Material	Yes	QCM-Admissions	Yes	Student Representative
Module	Assessment strategy	Minor	Non - Material	No	N/A	Yes	Student Representative
Module	Methods of learning and teaching	Minor	Non - Material	No	N/A	Yes	Student Representative
Module	Remove a pre/co-requisite	Minor	Non - Material	No	N/A	Yes	Student Representative
Module	School	Minor	Non - Material	No	N/A	Yes	Student Representative
Module	Aim/Learning outcomes	Minor	Non - Material	No	N/A	Yes	Student Representative
Module	Alternative assessment	Minor	Non - Material	No	N/A	Yes	Student Representative

Module	Content	Minor	Non - Material	No	N/A	Yes	Student Representative
Module	Overview	Minor	Non - Material	No	N/A	Yes	Student Representative
Module	Other Information	Minor	Non - Material	No	N/A	Yes	Student Representative
Programme	Programme title	Major	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Mode of Study (Add/Remove)	Major	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Programme award	Major	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Removal or change to an exit award and title	Major	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Add / remove module (Core / Compulsory)	Minor	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Module classification (e.g., Core/Compulsory to Optional vice-verses)	Minor	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Course length	Minor	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Accreditation (add / remove)	Minor	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Programme suspension or withdrawal	N/A	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Addition of an exit award and title	Major	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Removal of optional modules	Minor	Material	Yes	QCM- Admissions	Yes	Programme Lead
Programme	Location change of PTY/Placement opportunities when previously stipulated	Minor	Material	Yes	Head of Careers and Employability/ Head of	Yes	Programme Lead

					Partnerships and Mobility - Admissions		
Programme	Removal of placement / PTY opportunities altogether	Minor	Material	Yes	Head of Careers and Employability/ Head of Partnerships and Mobility - Admissions	Yes	Programme Lead
Programme	Introduction of out-of-semester programme delivery	Minor	Material	Yes	Programme team - Admissions	Yes	Programme Lead
Programme	Adding optional module(s)	Minor	Non - Material	No	N/A	Yes	Student Representative
Programme	School	Minor	Non - Material	No	N/A	Yes	Student Representative
Programme	Aim/Learning outcomes	Minor	Non - Material	No	N/A	Yes	Student Representative
Programme	Change of occurrence e.g., semester 1/semester 2/year-long/across academic year	Minor	Non - Material	No	N/A	Yes	Student Representative
Programme	Other internal and/or external reference points	Minor	Non - Material	No	N/A	Yes	Student Representative
Programme	Other Information	Minor	Non - Material	No	N/A	Yes	Student Representative
Programme	Addition information (additional wording relating to these areas); Associate Tutors/Guest Speakers/Visting	Minor	Non - Material	No	N/A	Yes	Student Representative

	Academics, clinical placement, Dual Degree, Exchanges, Placements, Professional Training Year (PTY), Programme Adjustments						
Programme / Module	Location of study	Minor	Material	Yes	Programme team - Admissions	Yes	Programme Lead
Programme / Module	Change to status of Programme/module leader e.g., professor to PGR student	Minor	Material	Yes	Programme team/ CSO - Admissions	Yes	Programme Lead
University	Regulator information	N/A	Material	Yes	Head of Academic Policy and Governance - Admissions	Yes	Head of Academic Policy and Governance - Admissions
University	Regulation change	N/A	Material	Yes	Head of Academic Policy and Governance - Admissions	Yes	Head of Academic Policy and Governance - Admissions
Programme	Entry Requirements	N/A	Material	Yes	Admissions	No	N/A
Programme	Additional costs programme/module	Minor	Material	Yes	QCM - Admissions	Yes	Programme Lead

Key	
Material change	Material change (notification to prospective students and current students)
Non-material change	Non-material change (notification to prospective and current students)
	Non-material changes to current students only