# **Annex 9c: PRR Guidelines on the Student and Applicant Consultation/ Communication Plan**

During the PRR process the programmes and modules will be refreshed and changed. The way in which the changes are communicated to stakeholders is important and is different depending on the status of the stakeholder. Overleaf are examples of letters/emails that may be used to communicate with your stakeholders – don’t forget those stakeholders studying with or applying to our partner organisations who will need to be communicated with also.

**Existing Students**

In most instances the new programme will begin with the next recruited cohort of students following the PRR process. In some cases however, which are in the main due to Professional Body requirements, the changes may affect current students who will need to be informed of the changes.

**Offer Holders**

This group of students may be affected because they will have received information based on the current/existing programmes but the re-approval process may have changed the programmes and so the information upon which they may have made their decision will be different.

**Applicants**

Applicants are provided with up to date Programmes Specifications at the point of being sent their offer letter and at enrolment they confirm acceptance of the specification, so any changes will be captured at this stage, however it may be good practice to keep your applicants informed of changes and to promote the exciting new developments

**PRR Communication Plan**

|  |  |  |
| --- | --- | --- |
|  | Which stakeholders are to be communicated with(ID with Y) | Who is to organize the communication  |
| Title(s) of the programme(s), their CRS codes and award(s) | Exiting Students | Offer Holders | Applicants |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Example of communication with existing students**

Dear *<<Name>>*,

Each of the University’s programmes goes through a process of Periodic Review and Re-approval usually every 4 – 5 years. The process requires the Programme Teams to critically appraise the performance of the programmes and present any changes that are to be made to Approval Panels which consists of student representatives, external subject specialists and senior University staff.

To inform this process of Programme Teams have, over the last year or so, gathered opinions and feedback from stakeholders, considered advancements in the sector as a whole and professional body requirements, and the impact of university initiatives such as teaching, learning and assessment developments on the Programmes.

The work has led to the programme being updated and refreshed and the changes are to be presented for re-approval in the coming weeks which will then be implemented for the next Academic session. An overview of the changes is attached to this email and I have also attached a copy of the new programme specification for the course.

I am writing to make sure that you are fully aware of the changes and to give you an opportunity to ask any questions prior to the start of the next academic session. If you have any questions please email me in the first instance.

The University, Programme Team and myself as Programme Leader are very careful to make sure that changes to the Programme are made in the best interests of our students and the University has a very rigorous process for approving the proposals. We are confident that the changes we are making will provide a better learning experience for you as a student on this course.

I look forward to welcoming you back to the University in September and wish you a relaxing summer.

*<<Programme Leader Name>>*

*<<Programme Leader Email Address>>*

**Example of communication with Offer Holders**

Dear *<<Name>>*,

We are very pleased that you have taken the decision to study at the University of Bolton and are really looking forward to you joining us this September.

Each of the University’s programmes goes through a process of Periodic Review and Re-approval usually every 4 – 5 years. The process requires the Programme Teams to critically appraise the performance of the programmes and present any changes that are to be made to Approval Panels which consists of student representatives, external subject specialists and senior University staff.

To inform this process Programme Teams have, over the last year or so, gathered opinions and feedback from stakeholders, considered advancements in the sector as a whole and professional body requirements, and the impact of university initiatives such as teaching, learning and assessment developments on the Programmes.

The work has led to the programme being updated and refreshed and the changes are to be presented for re-approval in the coming weeks which will then be implemented for the next Academic session. An overview of the changes is attached to this email and I have also attached a copy of the new programme specification for the course, this will also be sent to you with your enrolment instructions.

I am writing to make sure that you are fully aware of the changes and to give you an opportunity to ask any questions prior to the start of the next academic session. If you have any questions please email me in the first instance.

The University, Programme Team and myself as Programme Leader are very careful to make sure that changes to the Programme are made in the best interests of our students and the University has a very rigorous process for approving the proposals. We are confident that the changes we are making will provide a better learning experience for you as a student on this course.

Once again, I look forward to welcoming you to the University in September and wish you a relaxing summer.

*<<Programme Leader Name>>*

*<<Programme Leader Email Address>>*

**Example of communication with Applicants**

Dear *<<Name>>*,

We are very pleased that you have applied to study at the University of Bolton and are hoping to welcome you to the University in September.

I am writing to make you aware of some exciting changes to the programmes to help you make your decision when choosing the right course for you.

Each of the University’s programmes go through a process of Periodic Review and Re-approval usually every 4 – 5 years. The process requires the Programme Teams to critically appraise the performance of the programmes and present any changes that are to be made to Approval Panels which consists of student representatives, external subject specialists and senior University staff.

To inform this process Programme Teams have, over the last year or so, gathered opinions and feedback from stakeholders, considered advancements in the sector as a whole and professional body requirements, and the impact of university initiatives such as teaching, learning and assessment developments on the Programmes.

The work has led to the programme being updated and refreshed and the changes are to be presented for re-approval in the coming weeks which will then be implemented for the next academic session. An overview of the changes is attached to this email.

I am writing to make sure that you are fully aware of the changes and to give you an opportunity to ask any questions prior to the start of the next academic session. If you have any questions please email me in the first instance.

The University, Programme Team and myself as Programme Leader are very careful to make sure that changes to the Programme are made in the best interests of our students and the University has a very rigorous process for approving the proposals. We are confident that the changes we are making will provide a better learning experience for you as a student on this course.

Best wishes

*<<Programme Leader Name>>*

*<<Programme Leader Email Address>>*