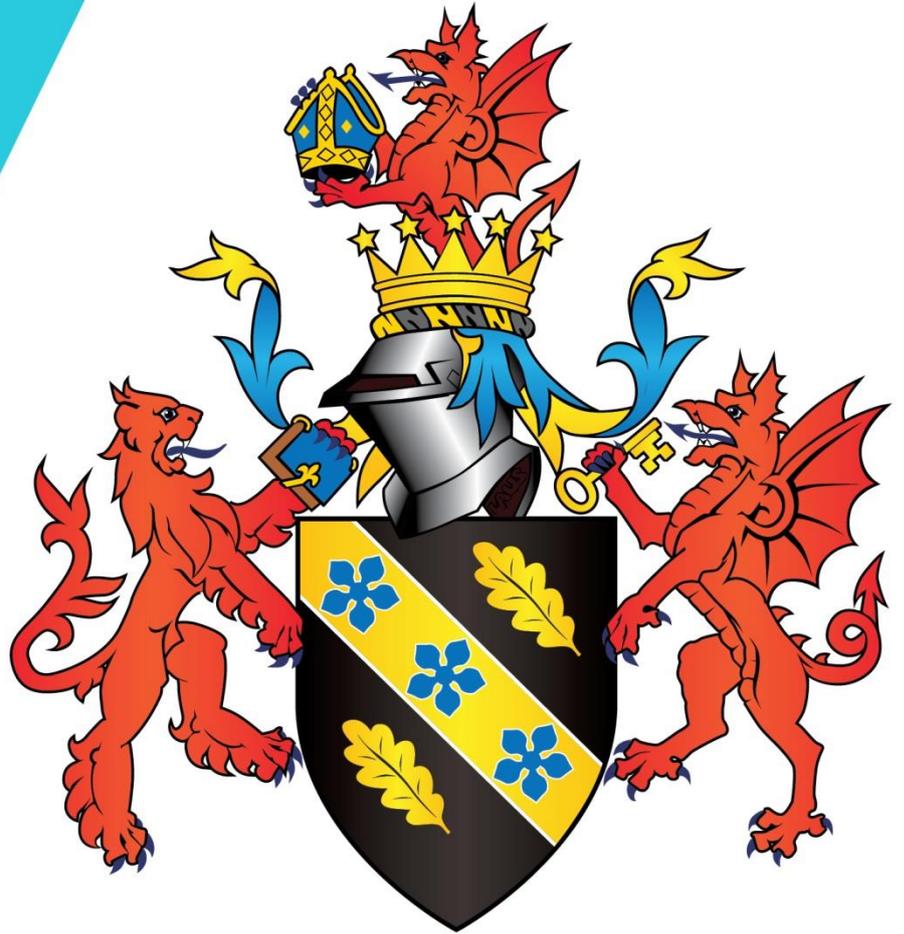




Prifysgol Cymru  
Y Drindod Dewi Sant  
University of Wales  
Trinity Saint David



Cancelled,  
postponed and  
rescheduled class  
policy

## CONTENTS

<b>1. Introduction</b> .....	2
<b>2. Purpose</b> .....	2
<b>3. Scope</b> .....	2
<b>4. Procedures</b> .....	2
<b>5. Responsibilities</b> .....	3
<b>6. Good practice</b> .....	3
<b>7. Monitoring</b> .....	4
<b>8. Links to other policies / procedures</b> .....	4
<b>9. Resource Implications</b> .....	4
<b>10. Impact Assessment</b> .....	4
<b>11. Document version control</b> .....	6



## **1. Introduction**

- 1.1 This policy covers the University's procedures in relation to cancelled, postponed, and rescheduled classes.
- 1.2 The University is committed to provide an excellent learning and teaching experience for all its students. As part of this commitment it aims to ensure that all its courses are well organised and running smoothly and that any changes in the course or teaching are communicated effectively.
- 1.3 The University recognises that for a variety of good reasons (e.g. sudden staff illness, adverse weather conditions) it may, on occasion, be necessary to make changes to the published timetable. The University recognises the disruption that changes to the timetable cause and the importance of a stable timetable. It is therefore committed to keep such changes to a minimum.

## **2. Purpose**

- 2.1 The purpose of this policy is to ensure that there are clear and transparent procedures in place in relation to all cancelled, postponed, and rescheduled classes so that there is parity for all students.

## **3. Scope**

- 3.1 This policy applies to all students directly registered at the University of Wales Trinity Saint David.
- 3.2 For students registered at collaborative partnership institutions or at structural partners of the University, procedures from that institution are followed in the first instance.

## **4. Procedures**

- 4.1 The University values teaching contact time and will always endeavour to ensure cover for the class at the allocated timeslot or, where this is not possible, to postpone the class and reschedule it for another time. The University aims to avoid cancelling any classes outright.
- 4.2 Where cover is arranged, classes may need to be amalgamated and / or the teaching may take a different format from the published lecture schedule.
- 4.4 Where there is no other option than to cancel a class on the actual day of teaching, students will be informed of the change through email and Moodle and will receive an SMS message using the Moodle platform to inform them of this change as soon as possible. It is expected that in such cases, in addition, a note is displayed on the door of the classroom.
- 4.5 All classes are normally rescheduled. Details in relation to the rescheduling of the class will be communicated to the students through email and Moodle.



- 4.6 Where, in exceptional circumstances it is not possible to reschedule a cancelled class, the students will be provided with learning materials to ensure that they are not disadvantaged.
- 4.7 If any changes need to be made to the timetable **more than a day** in advance of the class, students will be informed of the change through email and Moodle. This includes not only rescheduled classes but also where changes are made to the timetable because of a change of the location of the class.
- 4.8 In cases where all classes need to be cancelled as a result of a wider emergency or adverse weather conditions, emergency communication procedures will be used by the University as outlined in the Student Communication Policy.
- 4.9 Where significant changes need to be made to the scheduled timetable (e.g. as a result of long-term sickness) students will receive written notification of Head of School or Dean of Faculty of the new arrangements for their module.

## 5. Responsibilities

- 5.1 Staff are responsible to inform their line manager and the designated contact within the Faculty Office about any absence at work that means that they cannot take a class at the scheduled time. Similarly, in case of other circumstances beyond their control (e.g. bereavement) that mean that they cannot take a class at the scheduled time, they are required to inform their line manager and designated contact within the Faculty Office as soon as possible so that an appropriate solution can be found.
- 5.2 Faculties and lecturing staff are required to keep changes to the timetable to a minimum. It is expected that Faculties have a system in place to implement the procedures outlined in this policy so as to ensure that any changes are communicated to students transparently and consistently.
- 5.3 Students are required to check their emails and Moodle regularly and are recommended to have their University email accounts synched with their mobile phones so that they will receive all information about any changes to their classes. It is their responsibility to check for changes to their timetables and to keep their contact details up-to-date.

## 6. Good practice

- 6.1 The procedures outlined above in section 4 outline the minimum required from all Faculties in relation to changes made to the published timetable.
- 6.2 In addition, Faculties may post messages about cancelled, rescheduled or postponed classes on social media such as Twitter and Facebook or put a notice on an (electronic) noticeboard.
- 6.3 In addition, they may also alert student representatives to the changes made. This can, however, only be a measure taken **in addition** to the procedures outlined in section 4.



- 6.3 Very occasionally, in relation to specific cohorts, it may be appropriate to phone students but these is not expected as a standard measure.
- 6.4 Where classes have had to be cancelled at very short notice staff from the Faculty may meet the class to inform the students and explain the reason for the late notification.
- 6.5 Faculties will endeavour to ensure that students can continue to make progress with their module through the learning materials made available to them through Moodle.

## 7. Monitoring

Compliance to this policy will be audited annually, at the end of each academic year so that any revisions to the policy can be in place by the start of an academic year.

## 8. Links to other policies / procedures

This policy is linked to the Student Communication Policy and the Sickness Absence Management Policy.

## 9. Resource Implications

Implication	Detail
Finance	No
Staff	No
Assets	No
Partners	<i>Clear communication procedures need to be in place for all teaching offered through franchise or collaborative partnership arrangements</i>
Timescales	<i>This policy will be implemented from the start of the second semester of the 2017/18 academic year. Adherence to the policy will be monitored annually and the policy will be reviewed annually at the final meeting of APC each year so that a reviewed policy is in place for the start of a new academic year.</i>
Leadership	<i>APVC (Student Experience)</i>

## 10. Impact Assessment

Implication	Impact Considered (Yes/No)	Impact Identified
Legal		-
Contribution to the Strategic Plan		<i>This policy will contribute to the strategic plan through its contribution to the NSS and</i>



		<i>specifically organisation and management related questions.</i>
Risk Analysis		<i>Issues with organisation and management at course level and a negative impact on the student learning experience.</i>  <i>Without this policy there is a risk of ad-hoc arrangements and a lack of parity and clear communication in relation to cancelled, postponed and rescheduled classes.</i>
Equality		<i>The policy will have a positive impact on students with a number of protected characteristics under the Equality Act, specifically those students with a disability.</i>
Welsh Language		<i>Student communications will be in line with the University's Welsh Language Scheme</i>
Environmental and Sustainability		-
Communication/ Media / Marketing		<i>The ADQs, Head of Regulation and Compliance and APVC (SE) will meet to discuss implementation of the policy within the Faculties.</i>  <i>The policy will be available on MyDay for both staff and students.</i>  <i>The Student Experience Department will lead on a student communications re this policy.</i>

**Policy author(s):**

**Dr Mirjam Plantinga, APVC (Student Experience)**



**11. Document version control**

Version No:	Reason for change:	Author:	Date of change:
1	Feedback from APC	MP	6 November 2017

(this should include the journey of the policy through the Committee structure).

**Current status of Policy:** draft

**Is the Policy applicable to:** HE

**Date ratified:** day / month / year\*\*

**Date effective from:** 01.01.18

**Policy review date:** 01.05.18

**For publication:** on UWTSD website & MyDay

\*Delete as appropriate

