



Y Comisiwn Addysg Drydyddol ac Ymchwil  
Commission for Tertiary Education and Research

## Condition: Notification of Changes that Affects the Accuracy of Information in the Register

The governing body (or equivalent) of a provider registered with Medr **must**:

- notify Medr of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register

### Condition Category

This is an ongoing condition of registration.

### Legal Basis

Under Section 31 of the **Tertiary Education and Research (Wales) Act 2022** (the Act) Medr is required to include "a condition requiring the governing body of the provider to notify the Commission of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register."

Section 25 of the Act sets out that Welsh Ministers may, by regulations, make provision about the information which must be contained in a tertiary education providers' entry in the Register. Regulation 12 of **The Commission for Tertiary Education and Research (Registration and De-registration of Tertiary Education Providers in Wales) Regulations 2024** sets out the information which must be included in a tertiary education provider's entry in the Register.

### Compliance Requirements

To satisfy this ongoing condition of registration, the governing body of the provider **must** meet the following requirements:

1. **Notify Medr of any change that affects the accuracy of its Register entry**

The provider **must** inform Medr whenever any information published in its Register entry becomes inaccurate

## **2. Submit the notification within 28 calendar days**

Notification **must** be provided within 28 calendar days of the change occurring, or the provider becoming aware of it

## **3. Provide sufficient evidence to verify the change**

Each notification **must** include evidence that is proportionate to the nature of the change and allows Medr to confirm that the Register entry should be updated

## **4. Use Medr's required method of notification**

The provider **must** submit the required information through the notification process specified by Medr

## **5. Maintain internal arrangements to identify relevant changes**

The provider **must** ensure it has suitable internal processes to identify changes that affect its Register entry and to make timely notifications to Medr

## **Information Which Must be Included in a Tertiary Education Provider's Entry in the Register**

This condition relates to all of the following information requirements of a tertiary education provider's entry in the Register:

- (a) the provider's name, including any trading names or names granted by or by virtue of any enactment or Royal Charter,
- (b) where the provider's name includes the word "university", whether, and if so, when, the use of that word was—
  - i. authorised by Royal Charter,
  - ii. consented to by the Privy Council under section 77(1) of the Further and Higher Education Act 1992(7),
  - iii. approved by the Privy Council for the purposes of section 39(1)(b) or (2) of the Teaching and Higher Education Act 1998(8), or
  - iv. authorised by or by virtue of any other provision of an Act of the Parliament of the United Kingdom,
- (c) an address, e-mail address and telephone number at which the provider may be contacted,
- (d) the address of the provider's principal place of business, or which is otherwise suitable for the service of documents upon the provider,
- (e) the address of the principal website maintained by, or on behalf of, the provider,
- (f) the kind of tertiary education provided by, or on behalf of, the provider,

- (g) the category in which the provider is Registered and the date the provider was Registered in that category,
- (h) whether the provider's ongoing registration conditions include a fee limit condition and, if so, details of how to access the provider's fee limit statement as approved by the Commission under section 47 of the Act,
- (i) whether the provider is a charity and, if so—
  - i. its charity registration number, or
  - ii. if the provider is not Registered with a charity regulator, the reason why registration with a charity regulator is not required,
- (j) whether the provider is a company and its company registration number (where applicable),
- (k) whether, and if so, when, the provider was authorised to grant taught awards or research awards or both—
  - i. by Royal Charter,
  - ii. by an order of the Privy Council under section 76(1) of the Further and Higher Education Act 1992(9), or
  - iii. by or under any other provision of an Act of the Parliament of the United Kingdom,
- (l) if the provider is authorised to grant taught awards or research awards or both by an authorisation referred to in paragraph (k) above, a description of the taught awards or research awards it is authorised to grant,
- (m) whether the provider has entered into validation arrangements, and
- (n) whether the provider has entered into franchise arrangements.

## Monitoring

Medr will monitor compliance with this condition in the following ways (for definitions of these, please see Medr's approach to monitoring):

- **on application:** providers **must** supply all information required for publication in the Register as set out in the 2024 Regulations. Medr may request further information where necessary to verify the accuracy of the information submitted
- **as an ongoing condition:** providers **must** notify Medr of any changes to the accuracy of information recorded on the Register (in accordance with the compliance requirements set out within this condition). Medr may request information from a provider if it wishes to verify the accuracy of information displayed on the Register, or to investigate any concerns that may have been brought to its attention that information may be incorrect or out of date
- **Annual Assurance Return:** as part of Medr's Annual Assurance Return, providers **will** be expected to self-declare that they have met the compliance requirements of the condition. This will be the primary source of monitoring for this condition.
- **Reportable Events:** in instances where those events relate to this condition

Providers with a prior record of non-compliance, deteriorating trends in data or identified as at risk of future non-compliance may be subject to increased scrutiny.

Failure to comply with monitoring requirements will prompt further investigation and possible interventions.

### **Review and Amendment**

Medr will regularly review this condition to ensure that it aligns with evolving sector needs, policy changes, and feedback from stakeholders.