



## Policy Coversheet

<b>Name of Policy:</b>	Procedure for Closing or Suspending Entry to a Course
<b>Purpose of Policy:</b>	To set out the procedure for closing or suspending entry to a course, taking into account the interests of students, applicants and the University.
<b>Intended audience(s):</b>	Staff/External Parties
<b>Approval for this policy given by:</b>	Academic Board
<b>Last Review Date:</b>	26/10/2016 (Minor amendment approved by Quality Committee on 28/04/2017)
<b>Review Due Date:</b> (3 years from last review)	26/10/2019
<b>Individual responsible for review:</b>	Director of Quality Enhancement and Standards
<b>Authorising department:</b>	Academic Development Unit

## Procedure for Closing or Suspending Entry to a Course

### 1. Introduction

1.1 The University's procedure for closing or suspending entry to a course takes into account the interests of students, applicants and the University. It applies to on-campus provision and that offered with or by collaborative partners.

1.2 When a course is **closed** it will be removed from the University's portfolio. A closed course will no longer be available to new applicants, but students already on the course will be supported to complete their studies on the course wherever possible. A closed course cannot be reintroduced unless new course approval is sought through the normal course approval procedures.

1.3 In **suspending entry** to a course, the University agrees that recruitment to the course for new students will not take place for a period of up to three years. Existing students on the course are not affected by this decision and will be supported to complete their studies. After the three-year period a course must either recommence recruitment or be formally closed.

1.4 In making the decision as to whether a course can be closed or entry to a course suspended, the University will ensure that any contractual liabilities between affected students and applicants and the University have been met.

1.5 Consideration will also be given to the impact of any such decision on partners delivering the curriculum. Whilst it is possible to restrict a course closure to on-campus only, in doing so the University must assure itself that the appropriate structures remain in place to monitor and as required develop the course at partners.

1.6 The Senior Leadership Team will normally undertake an annual exercise to determine which courses should be closed/suspended for the forthcoming year. This will be influenced by recruitment patterns as well as metrics describing student outcomes. Quality Committee will be notified of course closures/suspensions in the autumn term. Additional requests and proposals for closure/suspension can be made at any time to Quality Committee, and where an urgent decision to suspend entry to a course is required, Chair's action may be taken.

### 2. Procedure for Obtaining Approval for a Course Closure or Suspension

2.1 Recommendations to close or suspend entry to a course must be made to Quality Committee through completion of the relevant form, which will provide a rationale for closure/suspension.

2.2. Quality Committee is responsible for providing assurance that provisions have been made for existing students and applicants as appropriate.

2.3 Where there are no students registered on the course in question, no applicants have accepted offers and the decision to close or suspend entry to the course has no impact

on any other University provision, Quality Committee will automatically confirm that no additional provisions are required and that the course can therefore be immediately closed/suspended.

2.4 In all other cases, Quality Committee will need to be assured of:

2.4.1 The proposed arrangements to support students currently registered on the course to completion;

2.4.2 The proposed arrangements for applicants who have accepted a place on the course;

2.4.3 The impact (if any) on any other on-campus or partner provision and where relevant, the proposed arrangements for continuing to monitor and develop the course at the affected partner(s).

2.5 There may be limited circumstances in which a course is closed or suspended and it is not possible to support students registered on the course to complete their studies. Students in this situation would be subject to a change in the terms and conditions upon which they entered into a contract with the University. This is because some or all of the material information the University supplied to the student upon entry would be subject to a change. Material information is regarded to be key facts such as course title; fees; site of delivery; length of study; and overall course and assessment structure. Therefore, in these circumstances, a course team would be required to consult with all students on the course and obtain express permission to transfer them to an alternative. Students must be given the opportunity to comment on the course closure and the information received by Quality Committee must include evidence that this has taken place. Course teams should also provide a summary of any response from students and details of action taken. The agreements entered into by the students regarding course transfers should also be provided. Any students not wishing to be transferred to an alternative course must be supported to seek alternative provision elsewhere.

2.6 Applicants who have accepted offers on a course which is subsequently closed/suspended must be informed as soon as possible following the formal closure/suspension of the course. Where possible a relevant academic member of staff should make contact with the applicants before an official communication is sent by Student and Academic Services (SaAS). Such applicants will be formally informed by SaAS of the options available to them in light of this decision.

2.7 The University's Marketing department must also be informed of any decisions to close/suspend entry to a course so that the relevant amendments can be made to all marketing information and the University's website. Where the decision relates to partner provision, checks will also be made by Partnerships to ensure that partner marketing material has been updated.

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