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This is a policy which all Schools and the Off Campus Division are required to follow. ,W VHWV RXW WKH 8QLYHUVLW\¶V SULQFLSOHV ZKLFK GH undergraduate and taught postgraduate programmes and provides an overview of the procedures to be adopted. 7KH SROLF\ L[! K ,W

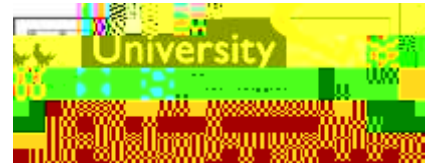
referred) and must take full account of the needs of prospective students ie applicants, those who are holding an offer and those who have deferred their enrolment
‡ 3 U R V S H F W L Y . H T h e W o r k i n g A t Q M V a student accepts an offer from the University, is the initial contract between the University and the student, therefore the decision to close or suspend a programme is an important decision.

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in recommendations for programme closure or suspension. The University will make all efforts to ensure that the impact on Current and Prospective Students is mitigated as far as this is possible. The planning timeline for managing the closure or suspension process is required to take into account the experience of Current and Prospective Students with the aim and intention that students would be protected from adverse impact of such closures or suspensions.

In the event of a programme closing or being suspended, unless beyond the control of the University, the closure or suspension in term

Policy Ref Programme Suspension and Closure V2	
Version Number	V2
Version Date	June 2022
Name of Developer	Hilary Birtwistle
Policy Owner (School/Centre/Unit)	Standards and Enhancement
Person responsible for implementation (post holder)	Head of Quality Systems
Approving Committee/Board	Senate
Date approved	V1 11 th December 2015 by Senate V2 June 2022 Education Committee approval of updated Policy (technical changes) and Procedure
Effective from	To be implemented with immediate effect in relation to programmes that are to be closed from September 2022 and beyond
Dissemination method (e.g. website)	Web pages
Review Frequency	As required
Reviewing Committee	Education Committee
Consultation History (individuals/groups consulted with	



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The procedure for closing or suspending a programme has three stages.

A three stage Programme Suspension or Closure Form (PSCF) (Annex A) should be completed prior to consideration by the Programmes Committee.

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Stage One of the procedure involves consideration by the relevant body which may be the School Board (or equivalent), the Academic Planning Panel, or the Periodic Review and Re-approval panel of the rationale for the proposed programme closure and an assessment of the impact of the proposed closure or suspension.

The Head of School (or nominee) or Dean of Faculty should complete Stage One of the PSCF

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This stage of the procedure involves consultation with students and key internal and external stakeholders (including applicants, those who have been offered a place but not yet enrolled and those who have accepted a place but not yet enrolled) about the proposed closure or suspension of a programme.

As determined by the Programmes Committee, the process is led by the Head of School or nominee, The latter should organise the necessary consultation events and ensure that Stage Two of the PSCF is completed and the required minutes of all meetings retained by the School for future reference if required.

For all programme closures or suspensions, the School and/or the Off Campus Division should

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In the event of a decision to close/suspend an undergraduate programme, the University Director of Marketing and UG Recruitment and Admissions (or nominee)

ANNEX A

Programme Suspension and/or Closure Form ~~2022~~ General Information

1. Basic programme details	
Programme Title(s):	Programme Code(s):
Host School	Location(s) of delivery please provide details of on campus/off campus/online delivery arrangements
Is the programme to be replaced by another programme eg via the Programme Review and Reapproval process? If yes please provide details of replacement programme codes.	

2. Details of suspension of intake		
Date intake suspended from		
Type of suspension: (please tick)	One intake only	
	Indefinite, may run in future	
	Indefinite, leading to closure (please give details intended closure date)	
Notes:		

3. Supporting information	
Applicants to programme: }v•] Œ š]}v v • š} u š} šZ }u%o š]š]}v v D ŒI š• μšZ }	consumer rights
If the programme has applicants please indicate numbers of:	
Offers made:	Offers accepted:

Off Campus Division

To ensure any prospective partner institutions are fully considered as part of a programme suspension/closure please consult with the Dean of the Off Campus Division at the earliest stage of the proposal. The Assistant Registrar may also need to be consulted on the suspension/closure impacts on the agreement with a partner.

Please indicate details of partner organisations and how any impact on them resulting from the suspension/closure is to be handled.

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Please provide details of

ANNEX B

Programme Suspension and/or Closure Form ~~2022~~

Implementation Plan

1. Basic details		
Programme Title:	Programme Code:	
Host School	Location(s) of delivery:	
Type of suspension:		
One intake only	Indefinite, may run in future	Indefinite, leading to closure
2. Endorsement		
Dean of Faculty		

4. Reinstatement of programme			
Signature of Dean of Faculty (for all reinstated programmes whether delivered on campus, off campus, remotely)			
Signature:		Date:	
Signature of Dean of Off Campus Division (for programmes delivered at partner institutions)			
Name:			
Signature:		Date:	
Signature of Dean of Off Campus Division (for programmes delivered at partner institutions)			
Name:			
Signature of Chair of Programmes Committee (or nominee) (for all reinstated programmes whether delivered on campus, off campus, remotely)			
Name:			
Signature:		Date:	

Following the reinstatement of a programme by Programmes Committee, notification should be sent to Admissions, Marketing, Student Data Management, Academic Support Services, Off Campus Division