Policy for closing or suspending a programme

2017-18

1 Introduction

This is a policy which all Schools and the Off Campus Division are required to follow. It sets out the University's principles which determine the closure or suspension of undergraduate and taught postgraduate programmes and provides an overview of the procedures to be adopted. The policy is aligned with the QAA's UK Quality Code for Higher Education chapters B2 – Recruitment, Selection and Admission to Higher Education, B8 Programme Monitoring and Review and B10 Managing Higher Education with others. The principle underpinning the policy is that in all cases the experience of those who are affected by the programme closure or suspension, to include: those students who have accepted an offer but not yet enrolled; those students who have deferred their offer; and those students who are current ("Current and Prospective Students") should be assured and monitored.

2 Scope of the Policy

The policy is applicable to:

In the event of a programme closing or being suspended, unless beyond the control of the University, the closure or suspension in terms of new intake would not be in place until the following academic year with no new applicants having been accepted and Students would be supported to complete their programme of study or in the event that this was not possible due to circumstances beyond the control of the University, transitional arrangements would be made in consultation with the student(s) affected.

5   Authority to make decisions about closure

The final decision to close or suspend a programme is made by the Programmes Committee having received recommendation and appropriate documentation from a School or the Off Campus Division or as a result of an ISR Panel Recommendation.

6   Communicating the decision to close, or suspend recruitment to, a programme

Once the decision has been reached by Programmes Committee, the programme is removed from the website (by Student Recruitment and Admissions Department) for future enrolment and the status of the programme is updated to reflect the change ie suspended recruitment or closure of the programme on internal record systems (by Standards and Enhancement Office).

7   Procedure

The full procedure is described in the document Programme Closure Procedure and Guidelines.

8   Equality Impact Assessment

An Equality Impact Assessment (EIA) has been completed on this policy.

The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to the protected characteristics of race, sex, disability, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity.

All University policies are subject to periodic review under the equality impact assessment process.

9   Monitoring and Review

This policy will be reviewed after the first year, and every three years thereafter, to judge its effectiveness and updated in accordance with changes in the law by the Education Committee.

10   Related Policies

http://www.bolton.ac.uk/studentinformation-policyzone/Home.aspx

11   Dissemination of and Access to the Policy

This policy will be published on the University of Bolton's website to be available to all staff, students, visitors and contractors on
http://www.bolton.ac.uk/studentinformation-policyzone/Home.aspx

Policy Ref

Procedures for closing or suspending a programme

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record system automated email which provides the necessary information about the category of the closure/suspension):

Director of Student Recruitment and Admissions

Admissions Team Leader

Executive Dean Research and Graduate School (for PhDs)

Head of Student Services

Head of Off Campus Division

Heads of School

Relevant PSRB (where applicable)

Students' Union

5   UCAS Processes

In the event of a decision to close/suspend an undergraduate programme, the University Director of Student Recruitment and Admissions (or nominee) will ensure that the programme is removed from the UCAS database.