

# **Policy for closing or suspending a programme**

## **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:

On campus provision ie programmes which are delivered by the University of Bolton staff, which are based at the Bolton Campus and which

who are holding an offer and those who have deferred their enrollment (“Prospective Students”). The point at which a student accepts an offer from the University, the initial contract between the University and the student is made, therefore the decision to close or suspend a programme is breaching the terms of the contract.

A School’s decision to recommend closure or suspension of a programme must take

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 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.

## **5 Authority to make decisions about closure**

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

## **6 Communication of programme closure**

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

This policy will be reviewed after the first year, and every three years thereafter,

# **Procedures for closing or suspending a programme**

**2017-18**

The procedure for closing or suspending a pr

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 PCSF is completed and the required minutes of all meetings appended.

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.

UCAS regulations also require us to follow specific procedures in respect of any students who have applied for or are holding an offer of a place on the programme concerned. As soon as agreement to discontinue or suspend a programme has been reached the Admissions tutor responsible should take steps to ensure that these procedures are followed in liaison with the Director of Student Recruitment and Admissions (or nominee). The steps to be taken will vary according to the applicants' status and the timing of the decision.

Usually, where a student has already accepted an offer for the discontinued programme, School representatives will be asked to contact him or her with an offer of a place on a suitable alternative programme.

If this is not possible or the applicant does not wish to accept the alternative programme the Director of Student Recruitment and Admissions (or nominee) will provide guidance to the Admissions Tutor and the Student to determine the best procedural way forward.

If the decision is taken so late in the admission cycle that the UCAS deadlines have passed then the University will assess the feasibility of the programme being run for one further entry point. However, other options available to the University, if that is not feasible, will include liaising with other providers to see if the course can be offered elsewhere and the student supported in making that transition which would include permitting the student to terminate their obligations under the contract with the University if they are adversely affected by the suspension or closure.