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| Suspension or withdrawal of a programme of study | |
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| Suspension or withdrawal of a programme of study |

# Introduction

* 1. The purpose of this code is to ensure that the University’s procedures for the withdrawal and suspension of programmes are robust, transparent and streamlined.
  2. Academic units must ensure that where a programme is withdrawn or suspended, assurances are in place for the continuation and quality of study for current students and where relevant, consideration is given to applicants and offer holders.

# Definitions

* 1. **Suspension of Recruitment** refers to the temporary suspension of recruitment to a programme for up to two years with the expectation that the programme will resume recruitment in the future.
  2. **Withdrawal** refers to the permanent withdrawal of a programme from the University’s portfolio.
  3. **Suspension pending withdrawal** refers to the phasing out of a programme through suspension of all future recruitment, until all cohorts complete and the programme can be permanently withdrawn.
  4. **University of Hull Student Protection Plan** sets out how continuation and quality of study will be preserved for current and potential students if a risk to their continued study crystallises (see University of Hull website for details).

# Authority

* 1. The University Education Planning Committee (EPC) is the final arbiter of the application and interpretation of this code of practice.

# Delegation

* 1. Any action or power designated to a Dean under this code of practice may be undertaken by an Associate Dean of the same faculty.

# Scope of the Code

## On Campus Provision

* 1. The term ‘on campus’ within this code of practice is understood to mean programmes and modules which are delivered and supported entirely by University of Hull staff, irrespective of the location of delivery and also includes non-credit-bearing provision delivered by University staff.

## Collaborative Provision

* 1. The term ‘collaborative provision’ in this code means: programmes and modules which are delivered in whole or in part by the staff of a University partner (whether FE institution or other, whether publicly funded or not) irrespective of the location or mode of delivery, and leading to credit or an award of the University of Hull.

# Suspension of Recruitment

* 1. Suspension of a programme requires the approval of EPC. Where appropriate, applications for suspension will be progressed by EPC chair’s action.
  2. Applications to suspend a programme must be approved at least five months in advance of the date the programme is due to begin, in conformance with the timeframe for suspension agreed by the Education Committee.
  3. Suspension of recruitment to a programme for up to a maximum of two consecutive academic years is permitted. Where it is proposed to suspend recruitment to an existing programme of study, a student intake during the academic year or to modules which do not form part of a programme, application for suspension must be made to the faculty using the relevant form. Recruitment onto a programme cannot be suspended for more than two years; during the first year of suspension, arrangements must be made to either re-commence recruitment or withdraw the programme. Applications must include details of the following:

1. clarification of precisely when it is intended the suspension will take effect;
2. arrangements to resume delivery of the programme;
3. evidence that the Student Protection Plan has been considered;
4. evidence that the external examiner has been notified;
5. evidence that alternative arrangements are in place for prospective students, including those already made an offer, to ensure that applicants are not negatively impacted.
   1. Applications from partner colleges must be submitted by the partner institution Higher Education manager (or equivalent) following consultation with the relevant University academic contact and endorsement by the Head of Academic Unit.
   2. Other current students must be informed of the reasons that recruitment to the programme on which they are studying is being suspended, for example through the staff/student committee.
   3. The external examiner must be informed of the decision.
   4. NOTE: Decisions about suspending or withdrawing programmes should generally be the result of consideration of the academic unit’s portfolio as part of the planning round. Where a programme is no longer being delivered to students due to withdrawal it will not be live on the Student Information System.
   5. NOTE: An application for suspension should also be made where one or more approved student intakes in the academic year is no longer being recruited to.

## Informing Students

* 1. The Admissions Service is responsible for contacting any applicants to the programme and informing them of the decision to suspend.

## Resumption of recruitment

* 1. Where suspension has been granted in accordance with the above paragraphs, an application to resume recruitment must be supported by evidence that:

1. the quality of the learning opportunities and academic standards of the programme remain appropriate, taking into account changes (e.g. to learning resources, currency of the curricula) since recruitment was suspended;
2. the former external examiner remains willing to act for the programme, or that another external examiner is willing to undertake the role.
   1. The Faculty must inform the Secretary of EPC ([epc@hull.ac.uk](mailto:epc@hull.ac.uk)) of the decision to resume recruitment so that EPC notification of resumption can be circulated.

## Reporting Decisions

* 1. If approval to suspend a programme is given by EPC or faculty notification is given of the intention to resume recruitment following a period of suspension, the secretary of EPC must inform the following of the decision:

1. The relevant Dean.
2. The Head of Academic Unit (who must in turn inform the admissions tutor(s)).
3. The Head of Quality, Learning and Teaching.
4. The Faculty quality mailbox.
5. The partner institution HE manager (where applicable).
6. The Head of Admissions (on campus only).
7. The Director of Student Recruitment.
8. The UG Admissions Manager.
9. The PG Admissions Manager.
10. Student Services Directorate.
11. The Director of Marketing and Communications.
12. The Director of the International Office.
13. The relevant PSRB(s) (where applicable).

# Withdrawal of a Programme

* 1. The withdrawal of a programme, including suspension pending withdrawal requires the approval of EPC. Where appropriate applications for withdrawal will be progressed by EPC chair’s action.
  2. Applications to withdraw a programme must be approved at least five months in advance of the date that the programme is due to begin, in conformance with the timeframe for withdrawal agreed by the Education Committee.
  3. Applications to withdraw a programme being delivered to students currently registered or having accepted an offer of a place on the programme must be made by the Dean of the faculty to the relevant EPC. Applications for withdrawal must be made using the relevant form.
  4. Applications to withdraw programmes delivered by partner colleges must be made by the partner institution HE manager through the relevant Joint Board of Studies prior to being considered by the EPC.
  5. Programmes involving two (or more) academic units must be supported by the heads of both (or all) academic units (signified in writing).
  6. Where the programme is tied to another programme (for example by providing the articulation route for a Foundation Degree) evidence of the impact on the other programme, and consultation with the programme provider, must be provided.
  7. Applications must include details of the following:

1. Details of the number of students currently registered by stage/year and mode including students currently suspending their studies.
2. Details of offers accepted.
3. If applicable, an exit strategy, which explains how the students will be affected, including how they will be supported to complete the programme (in relation to teaching, resources, academic and pastoral supervision) indicating whether there are any differences in impact for students on different stages of the programme.
4. Evidence that the Student Protection Plan has been considered.
5. Clarification of precisely when it is intended the withdrawal will take effect.
6. Evidence of consultation with (the) external examiner(s).
7. Evidence of consultation with current students.
8. Any other risks of which the University should be aware.
   1. Applications should be developed in consultation with the Admissions, International Office and Quality Support Service as appropriate.
   2. Where the programme is accredited by a professional/statutory body, evidence of consultation with the relevant body must be provided.
   3. In considering the application, EPC must determine whether any further evidence is required after a specified period of time, for example evidence of how the exit strategy has been implemented one or more years after granting approval.
   4. NOTE: **The importance of the decision to withdraw a programme with current students on it must not be underestimated.** The University owes a clear legally enforceable obligation to such students, therefore the exit strategy is central to ensure that the obligation is addressed. The external examiner will provide a valuable independent view of whether the proposed exit strategy is appropriate.

## Resumption of delivery

* 1. The withdrawal of a programme in accordance with the above paragraphs is deemed to be a permanent withdrawal. Any proposal to resurrect such a programme must be addressed as a new programme.

## Action following approval

## *Informing Students*

* 1. The Admissions Service is responsible for contacting any applicants to the programme and informing them of the decision to withdraw.

## *Internal communications*

* 1. If approval to withdraw a programme is given by EPC or faculty notification is given of the intention to withdraw following a period of suspension pending withdrawal, the secretary of EPC must inform the following of the decision:

1. The relevant dean.
2. The Head of Academic Unit (who must in turn inform the admissions tutor(s)).
3. The partner institution HE manager (where applicable).
4. The Head of Quality, Learning and Teaching.
5. The Faculty quality mailbox.
6. The Head of Admissions.
7. The Director of Student Recruitment.
8. The UG Admissions Manager.
9. The PG Admissions Manager.
10. Student Services Directorate.
11. The Director of Marketing and Communications.
12. The Director of the International Office.
13. The relevant PSRB(s) (where applicable).
    1. The Head of Admissions, or partner institution HE manager (where applicable), must ensure that relevant internal and external bodies (other than any professional accrediting body) are informed of the decision, including UCAS (if applicable), applicants (in consultation with the academic unit).
    2. The faculty Dean or partner institution HE manager (where applicable), must ensure that University/partner web sites, external course listings and other publicity information are updated.

# Legal Agreement and Collaborative Provision Register

* 1. Following the withdrawal of a programme by EPC, the secretary of EPC is responsible for ensuring that the relevant legal agreement between the University and partner institution is updated as required, and that the University Collaborative Provision Register is revised.

**Version Control**

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