## **01.8B**

**DISCONTINUATION OF PROGRAMMES**

## **Discontinuation of Programmes**

**University Policy on Programme Discontinuation**

The University reviews its academic portfolio on a regular basis through established planning processes to ensure currency and attractiveness of its offer for students and stakeholders.  Where this results in proposals for withdrawal of a programme, the Programme Discontinuation Procedure must be invoked to allow sufficient consideration of the impact of the discontinuation on students.  The University is committed to the continuation of teaching of any programme which it has agreed to discontinue, to ensure that all registered students are able to complete their programme. Should it occur that the University is unable to teach out all remaining students on a programme, we would normally offer to teach a suitable alternative programme or facilitate transfer or direct-entry to another provider and assist students in having their learning recognised by the new provider through appropriate credit transfer. Instances in which we are unable to teach-out students are likely to be rare but may include: we cease operating through no choice of our own; students face long term disruption that continuously and materially affects teaching over many months (e.g. fire in a key building leaving it unusable); we work with a partner to deliver the programme (e.g. a Degree Apprenticeship with a particular company) and they are unable to continue. Any teach out of provision following a decision to discontinue will be monitored through the University’s established quality assurance procedures and academic governance structures.

**Pre-discontinuation**

1. Prior to any programme being discontinued, a proposed Discontinuation of Programme Request Form must be submitted by the Dean of School as soon as possible before the proposed changes to the student intake are due to take effect. This form must be submitted to the Quality Enhancement Directorate which will submit the proposal to the Portfolio Enabling Group.

2. Before submitting a Discontinuation of Programme Request Form, measures must be taken within the proposing School to ensure that:

(i) there is understanding of the proposal by the Programme Team that will be affected by the discontinuation, and that the members of the Programme Team have been made aware of the proposal and given opportunities to comment on it;

(ii) the resource implications of the proposed discontinuation are fully understood and documented;

(iii) any servicing delivered to other schools by members of the Programme Team affected by the discontinuation are fully understood, and any other Schools affected academically by the proposed discontinuation are fully informed of it and given opportunities to comment;

(iv) any implications for professional bodies are assessed and understood;

(v) the proposed discontinuation is in line with the overall mission of the University and any associated policies and/or strategies;

(vi) the School has fully considered the pedagogic implications of the proposals;

(vii) the implications for student intakes, prospectus entries and programme handbooks have been considered.

3. The Discontinuation of Programme proposal must be considered by the School Planning and Management Team. It will be considered by the Portfolio Enabling Group, which will make a recommendation to the Pro Vice-Chancellor Student Engagement via the Portfolio Development Committee.

4. The School will remove reference to the programme from the list of programmes on its webpage once discontinuation has been approved by the Pro Vice-Chancellor Student Engagement.

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This form is to be used to submit requests to discontinue an existing programme. It must be signed by the Dean of School and be submitted with a minute of the School Management and Planning Team.

Please complete the following information as fully as possible. The form should then be submitted to the Quality Enhancement Directorate for consideration by the Portfolio Enabling Group.

**Programme to be discontinued:**

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| **Programme Number** |  | **Programme Title** |  |

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| --- | --- | --- | --- |
| **School** |  | **Campus** |  |

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| **Rationale for discontinuation of programme: -** |

**1.** Are there students on the existing programme? **YES/NO**

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| **1.1** If YES, how many and at which levels? |

**2.** Is the discontinued programme to be: -

**2.1.** Phased out with continuing students allowed to complete and receive credit? **YES/NO**

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| **2.1.1.** If YES, what is the latest session in which you would expect students to be registered to this programme*? (You should take into account the opportunities for repeating students to be able to retrieve the programme)*. |
| **2.1.2** Has the Admissions Unit been notified of the proposal? If Yes, what comments have been made? **YES/NO** |
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**2.2.** Discontinued completely and students transferred to another programme? **YES/NO**

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| **2.2.2.** If YES, please give the programme number to which students are to be transferred. |

**2.3.** If the answer to 2.1 and 2.2 is **NO**, please clarify what arrangements, if any, are being made for students.

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**2.4.** Discontinued from start of which Academic session?

**3.** Is the programme franchised to another institution? **YES/NO**

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| **3.1.**If YES, what will be the outcome for the franchised programme and how will this be managed? |

**4.** Has the Programme Team been informed and made aware? **YES/NO**

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| **4.1.** If YES, what issues have they raised? |

**5.** Does the programme share teaching with another School? **YES/NO**

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| **5.1.** If YES, the Dean of the affected School must also sign this form. |

**6.** Is there a financial effect on the School income? **YES/NO**

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| **6.1.** Please outline any positive financial benefits, and if the financial effect is negative, state how this will be mitigated |

**7.** Are there any staffing implications? **YES/NO**

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| **7.1.** If YES, state how these will be managed.  **7.2.** Have the staff been informed of the proposal and allowed to comment? **YES/NO** |

**8.** Are there implications for a Professional Body? **YES/NO**

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| **8.1.** If YES, please specify. |

**AUTHORISATION**

**Dean of School**

I confirm that the programme should be discontinued for the reasons given, and that the discontinuation was considered by the School MPT on (date) \_\_\_\_\_\_\_\_\_\_\_\_ (attach relevant minutes).

I agree to arrange for reference to the discontinued programme to be removed from the list of programmes on the School webpage, once it has been approved.

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| **Signature** |  | **Date** |  |

**PEG Recommendation**

Discontinuation: Recommended Not Recommended

**Signed: …………………………………………Date: …………….……………………………**

**Chair of the Portfolio Enabling Group**

**REASON (if not recommended)**

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**Signed: …………………………Portfolio Development Committee Date: ………………**

**Pro Vice-Chancellor Student Engagement**