



Quality Manual: Suspension, Withdrawal or Closure of a Course

Recruitment to courses may be suspended, withdrawn or closed for business or academic reasons, or a lack of market interest.

When the potential need to suspend, withdraw or close a course is identified, whatever the reason and at whatever level within the University, there are essential procedures that must be followed to ensure the change can be processed smoothly and most importantly students are protected.

Students affected by suspension, withdrawal or closure must have an opportunity to complete their studies.

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1. INTRODUCTION

- 1.1. Recruitment to courses may be suspended or withdrawn or courses closed for a number of reasons:
- **Suspension** is defined as ceasing recruitment to the course for a fixed period of time (maximum of 2 years).
 - **Withdrawal** is defined as permanently ceasing recruitment to a course that currently has registered students.
 - **Closure** is defined as formally removing the course from the academic portfolio as no students remain on it.
- 1.2. At the point the University formally decides to suspend, withdraw or close a course, implications of the change will have been carefully considered including:
- The strategic consequences for the University.
 - The impact on the staff and the students.
 - The University obligations under the Competitions and Markets Authority (CMA) and the Student Protection Plan
 - How the quality and standards of the student experience will be maintained until the completion of the course.
 - The process of consultation with or notification to students where the delivery of the course will materially change.
 - The strategy for on-going delivery and support (including areas such as External Examiner arrangements, revalidation requirements, etc.) during the phasing-out period.
 - The implications regarding professional body registration (where applicable).
 - The timescale and sequencing of any intended replacement courses
- 1.3. In the case of a course delivered in collaboration with a partner and terminated as the result of that partnership ending, particular consideration should be given to the need of the students to complete their award.
- 1.4. There are important stages in the suspension withdrawal or closure of a course as highlighted below.
- 1.5. The procedures must also be followed where a course delivered at multiple University sites is suspended/withdrawn and/or closed from one or more but not all.

2. INITIAL DECISION TO SUSPEND/WITHDRAW RECRUITMENT TO A COURSE AND/OR CLOSE A COURSE

- 2.1. The decision to suspend/withdraw recruitment to a course and/or close a course is made by the Academic Portfolio Committee on the recommendation of the School.
- 2.2. In order to propose the suspension, withdrawal or closure of a course, a proposal needs to be created with a clear rationale documented

The Course Suspension/Withdrawal/Closure guidance is available on the QAE website at <https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/course-suspension-withdrawal-closure.aspx>



- Suspension: The proposal must clearly indicate the period of suspension which should not be more than two years. In the event that it is subsequently determined to withdraw or close the previously suspended course the form must be updated.
- Withdrawal: Courses with existing students may only be withdrawn. Once the final student has completed, the CourseLoop entry must be updated to indicate the status of closed.
- Closure: A course that does not have existing students may be closed.

- 2.3. The request should be submitted by the relevant Deputy Dean of School and considered by the relevant School Executive in terms of any portfolio and quality assurance / student experience implications.
- 2.4. Following the in-principle School approval, the form will be submitted to the Academic Portfolio Committee for institutional-level approval.
- 2.5. The Secretary to the Academic Portfolio Committee will notify the Heads of all relevant Professional Service areas of course suspension/withdrawal/closure approved by the Academic Portfolio Board.

3. FULL APPROVAL OF DETAILED PLANNING TO SUSPEND/WITHDRAW RECRUITMENT TO A COURSE AND/OR CLOSE A COURSE

- 3.1. Once the in-principle decision has been taken by Academic Portfolio Committee to suspend/withdraw recruitment to a course and/or close a course a full proposal detailing the plans needs to be created on CourseLoop. This involves:
 - 3.1.1. Indicating the status change for the course
 - 3.1.2. Completing the change form managed document
 - 3.1.3. Uploading any additional documentation regarding teach out plans
 - 3.1.4. And where relevant updating any fields relevant to the proposal for how the course will be taught out (for example, offerings)
- 3.2. The initial status change proposal step on Courseloop will be completed by QAE and appropriate tasks assigned to the course team.
- 3.3. The course team is responsible for completing the proposed detailed teach out plans in discussion with the Head of Subject, Stakeholders and relevant colleagues in relation to implications and resources.
- 3.4. QAE will complete a quality check on the proposal.
- 3.5. The Deputy Dean (or Dean) must sign-off the full plan before the course suspension or withdrawal can be fully approved.
- 3.6. Once approved the professional body (where relevant) must be notified. This should be done in discussion with QAE.



4. THE DECISION TO TERMINATE A COLLABORATIVE PARTNERSHIP

- 4.1. The procedures to terminate a collaborative partnership are different. Please see Quality Manual: Collaborative Provision.

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