

QUALITY MANUAL: THE SUSPENSION / WITHDRAWAL / CLOSURE OF A COURSE

Recruitment to courses may be suspended or withdrawn or courses closed for business or academic reasons, or a lack of market interest.

Whatever the reason, and at whatever level within the University the issue is identified, the procedures to follow are set out in this chapter.

The key element is to ensure that any student affected by closure has an opportunity to complete their course.

1.1 Introduction

- 1.1.1 Recruitment to courses may be suspended or withdrawn or courses closed for a number of reasons:
- Suspension means that recruitment to the course ceases for an agree period of time.
 - Withdrawal means that recruitment ceases permanently to a course that currently has registered students.
 - Closure means that the course is formally removed from the academic portfolio as no students remain on it.
- 1.1.2 Where the University decides to suspend, withdraw or close a course, implications of will have been carefully considered including:
- The strategic consequences for the University.
 - The impact on the staff and the students.
 - 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 of 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 time scale / sequencing of any intended replacement courses
- 1.1.3 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 student to complete his or her award.

1.2 The decision to suspend/withdraw recruitment to a course and/or close a course

- 1.2.1 Where a decision is made to suspend recruitment to a course for a fixed period of time, the Course Suspension/Withdrawal/Closure Form available on the QSO website at <https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/course-suspension-withdrawal-closure.aspx> must be completed. This should clearly indicate the period of suspension, which should not be more than two years. In the event that it is subsequently determined to withdraw / close the previously suspended course a new Course Withdrawal Form will be required.
- Suspension: The form 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 using track changes.

- **Withdrawal:** Courses with existing students may only be withdrawn. Once the final student has completed, the form must be updated using track changes to request to close the course.
- **Closure:** A course that does not have existing students may be closed.

1.2.2 The form should be signed by the relevant Head(s) of School and submitted to the relevant Faculty Director(s) of Quality. The Faculty Director of Quality will ensure that the form is considered by the following Faculty committees:

- Faculty Course Planning Executive, or equivalent body – for consideration of any portfolio implications;
- Faculty Quality Committee – for consideration of any quality assurance / student experience implications.

1.2.3 The Faculty Committees may request changes to the forms.

1.2.4 Following Faculty-level approval, the form will be signed by the Dean and submitted to the Academic Strategy Committee for institutional-level approval.

1.2.5 The Secretary to the Academic Strategy Committee will notify the Heads of all relevant Professional Service areas of course suspension/withdrawal/closure approved by the Academic Strategy Committee including:

- Admissions
- Finance
- Marketing
- Planning
- Quality and Standards
- Registry
- Student Support and Guidance
- UK Partnerships or International Partnerships (where relevant)

1.2.6 The Faculty Director of Quality is responsible for notifying the professional body (where relevant).

1.2.7 This procedure is to be followed where a course delivered at multiple University sites is suspended/withdrawn and/or closed from one or more but not all.

1.3 The decision to terminate a collaborative partnership

1.3.1 Please see Quality Manual: Collaborative Partnership