

## **HIGHER EDUCATION PROGRAMME CLOSURE AND SUSPENSION STATEMENT**

**This statement is aligned to the QAA's UK Quality Code for Higher Education.**

The College regularly reviews and updates its HE programmes to ensure they remain current and relevant. There are a number of reasons why the College may close or suspend a programme eg:

- declining student numbers,
- replacing an existing programme with a new one,
- termination of a collaborative partner agreement which results in the withdrawal of a programme or programmes,
- concerns about the quality and academic standards of the programme,
- changing strategic priorities of the College.

**Programme suspension** means that there is no intake to a programme for a specified period (normally one academic year) but students already on programme will continue to progress and complete the programme. Prospective students will be offered the opportunity to transfer to another course at the College or will be provided with reasonable support to enable them to transfer to another institution.

**Programme closure** means that there are no further intakes to the programme and it will no longer be offered by the College but students already on programme will continue to progress and complete the programme. In the event that this is not possible due to circumstances beyond the control of the College, transitional arrangements will be made in consultation with the student(s) affected. This may include facilitating a transfer to another institution which offers a similar course through the accreditation of prior learning process (APL).

For all programme closures or suspensions, the College must enter into consultation with students enrolled on the programme and discuss the implications with them as soon as possible. Current students should be notified of the plans for teaching out the programme and for maintaining the quality of the student learning experience. It is important to consider those students who are subject to referral/deferral opportunities and those students who may have suspended their studies.

The College will make every effort to ensure that the impact on current and prospective students is mitigated as far as possible to protect them from the adverse impact of such closures or suspensions.

The final decision to close or suspend a programme is made by the Assistant Principal Higher Education and Business Development having received a recommendation from the Head of Division Higher Education. The validating higher education institution or awarding body will be notified of this decision at the earliest opportunity to ensure the programme closure or suspension is conducted in accordance with the relevant collaborative partner agreement.

Once the decision has been reached to close a programme it will be removed from the website by the Marketing Department and from UCAS by the UCAS Admissions and Progression Officer.

*(Updated March 2018)*