Programme Terminations and Suspensions Policy

Scope
All taught and research programmes leading to an award of City University London, including programmes that are delivered through collaborative means such as validation, joint or franchised provision.

Date approved/re-approved
June 2012, for implementation 2012-13

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required

To be read in conjunction with Section 3 of the Quality manual including:
Programme Approval Policy
Programme Amendment Policy
Programme Terminations and Suspensions Policy

The termination or suspension of a programme of study takes place in accordance with the University's procedures managed by Boards of Studies. The Deputy Vice-Chancellor is ultimately responsible for decisions to terminate provision.

Transitional arrangements will be established to protect the experience of the students on the programme. Termination or suspensions will normally be phased, enabling existing students to complete their programme of study. In the exceptional circumstances where this may not be possible, alternative arrangements will be put in place to safeguard the ability of students to complete their studies.

Consideration will be given to the full implications of termination or suspension on the University's obligation to its students.

Communications with students will be undertaken.

Decisions to terminate or suspend a programme may be informed by various factors, including (but not limited to):

- Consideration that it is no longer or is not currently relevant to students, employers and/or professional, statutory or regulatory bodies.
- Consideration that the content is no longer current.
- Poor levels of recruitment.
- Resource matters.
- View that the provision is not of adequate quality or does not display appropriate academic standards.

For partnership arrangements, the termination should be discussed and negotiated with the partner in accordance with the Memorandum of Agreement. Programmes run by a validated institution should also refer to the Validated and Institutional Partnerships Handbook for advice.

A list of terminated programmes will be published and will be updated periodically.

Termination of modules will be managed by Boards of Studies.