

Programme Terminations and Suspensions Policy

Scope

All taught and research programmes leading to an award of City, University of London. Termination arrangements for partnership provision will be set out in the Memorandum of Agreement for the partnership. Arrangements for validated provision are set out in the Validation and Institutional Partnerships Handbook.

Date approved/re-approved

XX

Date for review

To be reviewed every three years, with allowance for minor annual updates of roles and responsibilities by Educational Quality Committee, as required

To be read in conjunction with:

Quality Manual, Section 3.

Equality and Diversity Statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

Programme Terminations and Suspensions Policy

The termination or suspension of a programme of study takes place in accordance with City's procedures, managed by Boards of Studies. The Deputy President and Provost is ultimately responsible for approving decisions to terminate provision.

Process

Transitional arrangements will be established to protect the experience of students currently undertaking the programme, and offer-holders. Termination or suspensions will normally be phased, enabling existing students to complete their programme of study. In 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 in line with City's Student Protection Plan.

Consideration will be given to the full implications of termination or suspension on the University's obligation to its students and applicants. Communications with students, where appropriate, will be undertaken before any decision is made. Advice should be sought from Student and Academic Services.

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 collaborative arrangements, the termination should be discussed and negotiated with the partner institution in accordance with the Memorandum of Agreement. Consideration must be given to the implications of a proposed termination/suspension for any students studying on access/feeder and articulation arrangements (e.g. foundation year programme) delivered by a partner that guarantees progression to City. Consultation and communication with the partner institution must take place in accordance with the Memorandum of Agreement.

School Boards of Studies consider proposals for the termination or suspension of programmes. Once approved by Boards of Studies the Deputy President and Provost will authorise formal termination/suspension.

Reinstating a suspended programme

Any programme which has been suspended and not reinstated for 3 years will automatically be terminated to ensure that accurate records may be maintained. A programme may be reinstated within 3 years by presenting a Stage 1 Programme Approval submission to University Programme Approval Committee so that the current market, resourcing and demand for the programme can be considered and approved.

Significant changes to any programmes for reintroduction will be required to undergo the full Programme Approval process to ensure the continued quality of provision. To reinstate a terminated programme the full Programme Approval Policy and process must be followed.

Guidance on reintroducing suspended provision should be sought from Student and Academic Services.

Reinstating a suspended module

Any module which has been suspended may be reinstated via the Programme Amendment Process, subject to the agreement of PARC. The usual procedures apply and should be observed. In line with the Programme Amendment Policy, any suspended Module which is not re-instated within 3 years will be automatically terminated.

Reporting

An annual list of terminated and suspended programmes, including rationales, will be reported by Student and Academic Services to Educational Quality Committee and Senate.



Programme Termination and Suspension Guidance as approved by Educational Quality Committee (for Senate Information)

Guidance for Programme Termination and Suspension

Scope

All taught and research programmes leading to an award of City, University of London. Termination arrangements for partnership provision will be set out in the Memorandum of Agreement for the partnership. Arrangements for validated provision are set out in the Validation and Institutional Partnerships Handbook.

Date approved/re-approved

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To be read in conjunction with:

Programme Approval and Programme Amendment Policies and Guidance

Guidance for Programme Termination and Suspension

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2. Policy for Programme Termination and Suspension

The Programme Termination and Suspension Policy can be viewed online in the Quality Manual: [\[INSERT LINK\]](#). This guidance should be considered in conjunction with the policy.

3. Introduction

From time to time it may be necessary to terminate a programme, or temporarily suspend the programme for a limited time period. Further advice can be obtained from School Quality Teams and from Student and Academic Services.

School Board of Studies will consider the proposal and rationale for termination or suspension of a programme. The Deputy President and Provost is responsible on behalf of Senate for the approval of decisions to terminate or suspend a programme.

4. Considering termination or suspension of a programme

In the first instance, Programme Directors should discuss the proposal to terminate or suspend the programme and the options available at the Programme Committee. The discussion should also consider transitional arrangements and the impact on students and, if any, on other programmes. The decision to terminate or suspend programmes also involves the Dean of School and Associate Dean (Education), or equivalent in relation to the articulation of the programmes with the School Plan. Following Board of Studies consideration of the proposal, the final decision to terminate or suspend a programme rests with the Deputy President and Provost.

Evidence to support proposals for terminations or suspensions should be referenced in the Termination or Suspension Form. It may include, but is not limited to:

- Discussions with employers and any relevant professional, statutory or regulatory body.
- Discussions with current students and alumni.
- External Examiners' comments.
- Admissions and recruitment data.
- Annual Programme Evaluation comments and actions.
- Outcomes from Assessment Boards and progression data.

- Outcomes from student satisfaction surveys (including the National Student Survey/Postgraduate Taught Experience Survey/Postgraduate Research Experience Survey and YourVoice).
- Outcomes from module evaluations.
- Financial data, including evidence of viability.
- Changes to the current market which affects a programme's viability.
- Changes within the School Plan in relation to the portfolio of the programmes offered.
- Outcomes from a recent Periodic Review of the programme.

5. Transitional arrangements

The Programme Termination and Suspension Policy states:

“Transitional arrangements will be established to protect the experience of students currently undertaking the programme. Termination or suspensions will normally be phased, enabling existing students to complete their programme of study. In the exceptional circumstance where this may not be possible, alternative arrangements will be put in place to safeguard the ability of students to complete their studies in line with City’s Student Protection Plan.

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 before any decision is made.”

Topics for consideration when considering transitional arrangements include, but are not limited to:

- Availability of sufficient and appropriate lecturing staff.
- Personal tutorial arrangements, including staff availability, and arrangements for other types of student support.
- External Examiner arrangements.
- Administrative support.
- Processes for managing appeals and re-sits.
- Maintenance of any programme materials, including those on the virtual learning environment.
- Treatment of students who fail and are required to repeat, or who defer, beyond the normal period of time it would be expected for the programme or route to complete.
- Any expected use of Special Schemes of Study.
- Any impact on the student experience of smaller student numbers e.g. as students are not recruited to earlier years of a multi-year programme.
- Any pre-stated PSRB requirements.

Transitional arrangements should be overseen and monitored by the Programme Committee, reporting to the Boards of Studies as required.

City publishes a Student Protection Plan as a condition of registration with the Office for Students. This sets out City’s assessment of the risks of certain events occurring that mean we can no longer deliver one or more programmes, measures for managing and mitigating these risks, and our responsibilities to students in these circumstances. Support will be provided by Student and Academic Services for the management of terminations in exceptional circumstances where it is not possible for a phased termination to take place.

6. Communication with students

Communications with students about the potential termination or suspension of their programme are critical to minimise the impact on students and to support the management of student expectations. Programme Teams should discuss plans with students in advance of formal discussions at Programme Approval and Review Committee (PARC) or Boards of

Studies, and should maintain regular dialogue with students throughout the termination or suspension process.

Particular topics for discussion are likely to include:

- The perceived impact of the termination on the value of the student's award.
- Concerns regarding availability of resources and staff.
- Concerns regarding processes should a student have to defer or fail.

7. Communication with applicants

Communication with applicants to a programme will be required, particularly where offers have already been made. Student and Academic Services should be consulted in the first instance to provide guidance on this process.

8. Impact on other programmes

Termination or suspension of a programme may impact on other programmes, including those in a different school, for example because another programme undertakes service teaching on the module, or utilises a module from the programme. In such cases, discussions should be held with the relevant programme(s) before a proposal for termination or suspension is presented to the Boards of Studies. Evidence of that programme's acceptance of the proposed termination or suspension, along with details or any arrangements should be included with the Programme Termination or Suspension Form. Where another programme objects to the proposal to terminate or suspend the programme route, discussions should be undertaken between the relevant Dean of School.

Termination or suspension may impact on students expecting to progress to the programme from articulation or foundation programmes at partner institutions such as INTO or Kaplan. In such cases, consultations should take place with the partner institution and details of arrangements put in place to safeguard student progression from the partner institution(s) should be included with the Programme Termination or Suspension Form.

9. Process for programme termination or suspension

Programme Directors should complete the Programme Termination or Suspension Form which can be accessed: [\[INSERT LINK\]](#). The form should be considered by the School's Senior Management, including sign-off from the Associate Dean (Education), or equivalent, and the Dean of School. The proposal should then be considered by PARC and endorsed by the Boards of Studies.

Following endorsement by the Boards of Studies the proposal should be submitted to Student and Academic Services who will liaise with the Deputy President and Provost for final approval of the termination or suspension. The Deputy President and Provost may take advice from the Educational Quality Committee if necessary. Once the final approval has been obtained, Student and Academic Services will liaise with the relevant Professional Services on the next steps.

Decisions to terminate or suspend a programme should normally be recorded on the student record system and the programme information system as soon as they have been approved by the Deputy President and Provost. This will support the provision of accurate information about City's educational offer to prospective students and applicants. Such recording will not affect transitional arrangements.

Any programme which has been suspended and not re-instated within 3 years will be automatically terminated to ensure that accurate records are maintained.

Termination of modules

Where modules are terminated as part of the process to terminate a programme, this should be noted on the Programme Termination Form.

The termination of individual modules will be managed according to the Programme Amendment Policy and guidance.

10. Re-instating a suspended programme

A suspended programme can be re-instated within 3 years by the Programme Team subject to Stage 1 approval of a submission to the University Programme Approval Committee in line with the Programme Approval Policy and Guidance.

If significant changes are being proposed to the re-instated programme, in particular changes to programme title, learning outcomes, or assessments then the programme must undergo the full Programme Approval process to ensure the continued quality of provision. Further guidance can be obtained from Student and Academic Services.