



# PROGRAMME TERMINATIONS & 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**

May 2018

## **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.

<b>Policy Title</b>	
Programme Termination & Suspension Policy	
<b>Policy Enabling Owner and Department</b>	<b>Responsible for Implementation and Department</b>
Student & Academic Services (S&AS)	S&AS
<b>Approving Body</b>	<b>Date of Approval</b>
Senate	May 2018
<b>Last Reviewed &amp; Version</b>	<b>Review Due Date</b>
May 2018 (V1)	May 2021
<b>Publication of Policy</b> <i>(tick as appropriate)</i>	
For public access online (internet)? <input checked="" type="checkbox"/>	For staff access only (intranet)? <input type="checkbox"/>
<b>Website Link:</b> <a href="https://www.city.ac.uk/about/education/quality-manual/11-less-frequent-and-exceptional-processes#tab=tab-1">https://www.city.ac.uk/about/education/quality-manual/11-less-frequent-and-exceptional-processes#tab=tab-1</a>	<b>Intranet Link:</b>
<b>Storage of Policy</b> <i>(Previous versions of the policy must be stored in the drive by the author)</i>	
<b>Drive Address: S:\QUAD\Policy and Regulation Changes for 2017-18</b>	
<b>Queries about this policy should be referred to</b>	
Helen Fitch <a href="mailto:Helen.fitch.1@city.ac.uk">Helen.fitch.1@city.ac.uk</a> S&AS	