

Summary of "Procedures for Course Closure, Suspension and Substantial Change" (with effect from Feb 2017)

COURSE CLOSURE

Stage 1: Approval for Course Closure
Discuss with relevant parties: other institutes, partner representatives/managers, Registry Services and AQU
Head of Institute (HoI) completes "Request for Closure, Suspension or Substantial Change of Courses" and submits to CSG
Once agreed by CSG/UE, CSG Secretary will notify AQU (EEs), Admissions, Student Records, Timetabling, Comms & Participation, Int'l Office/UWIC, other institute/s

Stage 2: Managing Course Closure
HoI develops Action Plan for approval by Inst SMT. SMT/IQC receive progress reports. Where partners are involved, establish a Course Closure Management Group.
Action plan must cover notification to, and communication with, students, applicants, stakeholders, internal UW departments, and consider implications of closure

Stage 3: Communication
HoI meets current students to advise on closure and teaching out
Registry Services communicates to all applicants and temporarily withdrawn students and records status of course as Closed. Asst Registrar (Rec & Adm) removes course from UCAS database.
AQU contacts external examiners (EEs) and PSRBs (unless agreed otherwise with the Institute).
Comms & Participation update website to reflect status of course as Closed.

COURSE SUSPENSION

Stage 1: Approval for Course Suspension
Discuss with relevant parties: other institutes, partner representatives/managers, Registry Services and AQU
Head of Institute (HoI) completes "Request for Closure, Suspension or Substantial Change of Courses" and submits to CSG
Once agreed by CSG/UE, CSG Secretary will notify AQU (EEs), Admissions, Student Records, Timetabling, Comms & Participation, Int'l Office/UWIC, other institute/s

Stage 2: Managing Course Suspension
Institute should hold a meeting to consider the implications of suspension for returning students, current students, next intake, EEs, external partners and PSRBs

Stage 3: Communication
Registry Services communicates to all applicants, contacts current and temporarily withdrawn students and records status of course as Suspended. Asst Registrar (Rec & Adm) removes course from UCAS database
AQU contacts external examiners (EEs) and PSRBs (unless agreed otherwise with the Institute)
Comms & Participation update website to reflect status of course as Suspended
Academic Registrar will report to CSG on Course Suspension annually

Reinstatement:
Courses will automatically become available at the end of the term of suspension unless HoI informs CSG to extend. If reversal is required before the agreed date, an application must be made to CSG

SUBSTANTIAL CHANGE

Stage 1: Approval for intention to make Substantial Change
Head of Institute (HoI) submits "Request for Closure, Suspension or Substantial Change of Courses" to CSG
OR an Amendments to Approved Courses form to IQC/AQU (DQED).
Institutes must consider the impact on students/applicants and consult with DQED and Academic Registrar on legal obligations.

Stage 2: Managing Substantial Change and Communication with applicants/students
Once agreed by CSG/UE, HoI and Course Leader consults with Academic Registrar to ensure appropriate communication with applicants.
Where changes will impact on current students the Institute must ensure that the proposal has the agreement of all students.
AQU will monitor and report to ASQEC on the scale and scope of substantial change annually.

Please refer to the full document for further details of the process and forms, appendices etc. www.xxxxxxxx