

COURSE CANCELLATION POLICY

The University of Law's Course Cancellation Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

1 This policy sets out the expectations, key aims and principles, and procedural approach in relation to cancellation of a course by the University.

Responsibility for this policy

2 Ultimate responsibility for the development of clear and effective processes and procedures associated with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

Expectation

3 The University of Law has in place effective processes for the routine monitoring and periodic review of programmes.

Key aims and principles

4 The University of Law:

4.1 has in place a framework for ensuring that appropriate procedures and measures are in place where a course is to be cancelled;

4.2 where a decision to cancel a programme is made, takes measures to notify and protect the interests of affected students.

Procedural approach

Definition

5 Course cancellation is the decision not to run a course, i.e. a specific mode of a programme from a specific start date in a specific location, after it has been advertised as available to prospective students and open for application or booking.

6 A decision to run a course from a different site in close proximity to the original location e.g. London Bloomsbury rather than London Moorgate, is not a course cancellation but a course variation and is governed by a separate policy.

7 A decision to close a programme is not a course cancellation and is governed by a separate policy. This may occur where:

7.1 a programme is permanently withdrawn at a University campus or campuses but the campus or campuses are continuing to deliver other programmes;

7.2 one of the University's campuses in its current location is being closed and the campus is relocating elsewhere;

7.3 a University campus is discontinuing operations, and the programmes delivered at that campus are being withdrawn. The campus is experiencing a total closure and will not be relocating elsewhere;

7.4 there are significant changes to the character of a programme planned, and such changes may lead to the revalidation of a programme or involve a fundamental change to the nature of a programme or its structure.

Reasons for course cancellation

8 Courses may be cancelled for educational, practical or business reasons, e.g. where student numbers are expected to be so low that the student learning experience will be harmed, or where a campus is unable to resource a course or where a course will not be economically viable.

Process

9 A decision to cancel a course is taken in accordance with the supporting course cancellation protocols which may be amended from time to time.

Protocols

10 The supporting course cancellation protocols are student focused, transparent and time sensitive. They:

10.1 aim to minimise the inconvenience and cost to students of course cancellation;

10.2 seek to enable students to attend a suitable alternative course.

What the course cancellation policy means to you

11 The University endeavours to run all the courses it advertises but sometimes this is not possible due to reasons beyond its control; in particular if critical numbers on less popular start dates are not met.

12 In order to minimise the inconvenience and expense of course cancellation to you the University will:

12.1 use its best endeavours to recruit sufficient students to be able to run the course;

12.2 take into account the regulator's recommendations and requirements, the educational experience and the circumstances of individuals who have accepted a place on the course in making a decision in relation to cancellation;

12.3 where the University allocates an award (for example an LLB, BSc, LLM or MSc) and our International Foundation Programmes, give you not less than 30 days notice of cancellation prior to the start of the course (subject to circumstances beyond our control);

12.4 for non-award bearing courses (for example our SQE preparatory courses), give you not less than 14 days notice of cancellation prior to the start of the course (subject to circumstances beyond our control);

12.5 in relation to undergraduate courses with a September start date recruited via UCAS, undertake to make any necessary cancellations within the first week of the Clearing window (typically the first week of July) so as to provide affected applicants with as much time as possible to make alternative plans;

12.6 provide you with help and advice in relation to finding an alternative course with the University;

12.7 if you decide to withdraw, promptly refund your deposit and any fees paid towards the course.

Responsibility for the provision

13 Responsibility for the implementation of Course Cancellation Policy lies with the Academic Board.

Monitoring and evaluation of provision

14 Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

Version history

| Version | Amended by | Revision summary | Date |
|---------|--|--|------------|
| V1.0 | Carol Wadsworth-Jones | Initial drafting | 26/07/13 |
| V1.1 | Ian Cross | External amendments | 19/09/13 |
| V1.2 | Claire Bloomfield (Student Officer) | Review | 04/11/13 |
| V1.3 | Academic Board | Approval | 03/10/13 |
| V1.4 | VP – AGQS | Sign-Off | 19/12/13 |
| V2.0 | Academic Board | Approval | 20/5/2015 |
| V2.0 | Academic Registrar | Sign-Off | 21/5/2015 |
| V2.1 | Director of Admissions | Review | 13/01/2016 |
| V2.2 | Academic Board | Approval | 10/02/16 |
| V2.3 | Director of Admissions | Review | 24/02/2020 |
| V2.4 | Senior Quality Officer | Changes to naming convention. | 26/03/20 |
| V2.5 | Director of Admissions, Access & Participation | Updated to include earlier decisions for UG courses re. Clearing | 19/08/2020 |
| V2.6 | Director of Admissions, Access & Participation | Updated to include terminology for SQE short courses booked via e-commerce | 07/01/2021 |

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| V2.7 | Director of Admissions, Access & Participation | Amended 'week' references to specific days to help organise cancellation communications correctly | 05/02/2021 |
| V 2.8 | Registry Assistant | Rechecked the document | 29/06/2022 |