

PROGRAMME CLOSURE POLICY

1 The University of Law's Programme Closure 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

2 This policy sets out the expectations, key aims and principles, and procedural approach in relation to closure of a programme by the University.

Responsibility for this policy

3 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

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

Key aims and principles

5 The University of Law:

5.1 has in place a framework for ensuring that appropriate procedures and measures are in place where a programme is to be closed;

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

Procedural approach

6 There is a framework for ensuring that appropriate procedures and measures are in place where a programme is to be closed.

Programme Closure Policy

7 This policy sets the framework for establishing and implementing the necessary steps within the University to ensure that the actions taken will protect the interests of affected students where a programme is closed.

8 For the purpose of this policy affected students are students who have been offered a place or have been accepted for admission to the programme or are registered for the programme.

9 Where a decision to close a programme is made, measures are taken to notify and protect the interests of affected students.

10 In this policy it is important to differentiate between the following terms:

Programme closure

11 Programme closure may become necessary where:

11.1 a programme no longer meets the educational strategic aims of the University or is no longer financially viable at all or in a specific centre; or

11.2 a collaborative partner serves notices upon the University to terminate a collaborative agreement.

12 Programme closure occurs when:

12.1 a programme is permanently withdrawn at a University centre or centres but the centre or centres are continuing to deliver other programmes;

12.2 a University centre is closed at its current location and the centre is relocated elsewhere;

12.3 a University centre discontinues operations, and the programmes delivered at that centre are withdrawn. The centre experiences a total closure and is not relocated elsewhere;

12.4 a collaborative arrangement is terminated and the programme is discontinued by the University.

Variation

13 A decision to run a course from a different site in close proximity to the original location, eg London Bloomsbury rather than London Moorgate, is not a programme closure but a course variation.

14 Course variation is dealt with in the course variation policy supported by protocols.

Cancellation of a Course

15 Course cancellation is the decision not to run a course, ie 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, eg in the prospectus or on the web-site.

16 Cancellation of a course is dealt with in the Course Cancellation Policy supported by protocols.

Closure of a programme

17 In the event of a decision to close a programme, the University takes appropriate measures to inform and consult affected students.

Process for Closure

18 The University's decision to close a programme is taken in accordance with the supporting programme closure protocols which are subject to periodic review and amendment.

19 This policy and the protocols are student focused, transparent and time sensitive and developed to:

- 19.1 maintain the high quality education experience for any affected students;
- 19.2 minimise any financial impact;
- 19.3 assist any affected students to obtain a suitable alternative programme, if they wish to do so;
- 19.4 enable those affected students continuing to complete their studies with the University to have a valuable and quality student experience, irrespective of the ultimate closure of the programme.

20 Effective communication and consultation with affected students is critical. The Programme Closure Protocols clearly set out a range of measures to enable this, some or all of which should be implemented.

Actions to be taken by the University on closure of programme

21 In all cases it is the responsibility of the University to ensure that where a programme is to be closed the process specifically addresses:

- 21.1 issues arising in the development and presentation of interim/transitional teaching and programme delivery arrangements;
- 21.2 the resources both material and physical, to support students who remain on the programme of study;

- 21.3 arrangements for the annual monitoring of programmes which are to be closed and are running out;
- 21.4 the progression and award arrangements for students still registered and studying for the award;
- 21.5 assessments:
 - 21.5.1 students enrolled upon the programme which is to be closed are allowed a reasonable length of time to complete their assessments in accordance with the relevant programme assessment regulations;
 - 21.5.2 assessment points are provided so that affected students have reasonable opportunities to complete any outstanding assessments;
- 21.6 the provision of guidance to affected students as to on-going or alternative arrangements;
- 21.7 the closure of UCAS Registered Programmes:
 - 21.7.1 UCAS procedures are followed and any affected students must be kept informed;
 - 21.7.2 affected students are advised about the availability of alternative programmes at the University and other institutions;
- 21.8 where the programme is a non-UCAS registered programme individuals holding an offer are provided with guidance as to on-going or alternative arrangements.

Protocols

22 Supporting protocols provide for the implementation of this policy. Such protocols may be amended from time to time as considered appropriate.

Responsibility for the provision

23 Responsibility for the initial implementation of Programme Closure Policy lies with Centre Management and Academic Governance Quality and Standards, and ultimately with the Academic Board.

Monitoring and evaluation of provision

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

Version history

Version	Amended by	Revision summary	Date
V1.0	Director of Programmes (Centres)	Initial drafting	27/07/13
V1.1	External Consultant	External amendments	19/09/13
V1.2	Student Officer	Review	04/11/13
V1.3	VP – AGQS	Coherence activity	11/02/14
V1.4	Director of Programmes (Centres)	Final amends	24/02/14
V1.5	VP – AGQS	Sign-off	04/03/14
V1.6	Executive Management Board	Approval	10/04/14
V1.7	Registry Officer	Change to coding convention	13/03/20
V1.8	Senior Quality Officer	Further naming convention clarifications	26/03/20
V1.8	Registry Assistant	Extension approved for 5 years	October 2021