DOCUMENT DETAILS

Document Name:	**HE OU Programme Closure Procedure**			
Approval body:	HE Academic Board			
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Document author	Claire Barton			
Document owner	Ruth Perry			
Applicability	Students		Staff	X
	Governors		Other	
Summary	This document sets out the college's procedures for close a HE course.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	**Date passed**
NA	

Approval body	**Date approved**
HEAB	Oct 25

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No

POLICY CHANGES

Key updates	**Impact**	**Section reference**
2024 Job title update.		
2025 No amendments	NA	NA

Guidance Notes for staff

In certain circumstances it may be appropriate for an academic faculty to make the decision to close a higher education course.

Before the decision to close a course is taken, there should be a review of management information by the Assistant Principal Higher Education and the Head of Faculty to ensure that this an appropriate course of action.

The review of management information may include data such as admissions reports to assess demand, staffing information, strategic reviews of portfolio provision, and changes to organisational structures.

At all times, consideration of closure of a higher education course must be managed with due regard to the students/applicants affected, to assess the possible impact on academic standards and the quality of learning opportunities, particularly regarding specific groups of students.

If the decision to close a course is made, the Faculty concerned must follow the Flowchart on page two of this document, which makes explicit reference to the College's Student Protection Plan (SPP) and the Office for Students regulations when non-continuation occurs (see https://www.nottinghamcollege.ac.uk/study/university-centre/welcome-to-the-university-centre-at-nottingham-college/key-information-and-supporting-documents for SPP)

Circumstances may arise in which the decision to close a course is beyond the College's control. In this case, the Flowchart should be followed in order to manage the situation to protect the academic interests of students as far as possible and uphold regulatory expectations and duties as a provider of higher education.

The College's Higher Education Terms and Conditions and Student Protection Plan highlight course closure to students.

In producing the Higher Education Programme Closure Process Flowchart, reference was made to the following sources:

UCAS guides and resources for all users:

https://www.ucas.com/advisers/guides-resources-and-training/guides-and-resources

Office for Students guidance for Student Protection Plans see: Protecting students as consumers - Office for Students

Higher Education Programme Closure Process Flowchart

Assistant Principal HE and Head of Faculty review of management information including:

- ✓ Market demand
- ✓ Staffing
- ✓ Strategic Portfolio

Decision to close a course (non –continuation)

Consider and discuss how the implications with affected students at the earliest opportunity and assess the possible impact on academic standards and the quality of learning opportunities, particularly regarding specific groups of students, considering the diversity of protected characteristics and prior educational experience. Consult with validating HEI/awarding body.

Check with HE admissions if there are any new applicants for the programme.

YES

Admissions to contact applicants as soon as possible and ensure that applicants are fully supported to find another suitable course, if possible, otherwise satisfying Student Protection Plan (SPP) measures.

NO

Check with MIS and course team if there are any intercalated students on the programme affected. Ensure all marketing materials including the College and UCAS websites are updated accordingly.

Ensure the quality of the learning experience is safeguarded during the period in which the programme is being withdrawn, especially where current students continue studying to complete the programme although there are no new entrants. (For enrolled students who are unable to continue see SPP for details.)

Produce an action plan to address considerations above where appropriate