

## THE WITHDRAWAL OF TAUGHT AWARD OR CREDIT-BEARING PROVISION

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## Overview and purpose

1. This section of the Quality Framework sets out the process for withdrawing a taught credit-bearing module or programme. It sets out the procedure for managing the closure of a programme with a view to protecting the academic interests of all students already studying on the programme (including those who have taken an agreed break from their studies) and those who have applied to study on it.
2. The procedures set out below have been designed to meet the expectations of the UK Quality Code for Higher Education and to meet the common and core practices for standards and quality. They also take account of a number of guiding principles set out within the accompanying Advice and Guidance sections.

## Withdrawing an approved taught credit-bearing module

3. The withdrawal of an approved taught credit-bearing module is typically driven by circumstances at subject or school-level. The module leader, Head of Subject, School Academic Lead for Quality Enhancement and appropriate school support officers will liaise closely to develop a plan to manage the phasing out of the module which includes:
  - a) the trimester in which the module will be delivered for the final time and the proposed date for removing the module from the module catalogue
  - b) the assessment and re-assessment arrangements for any students, particularly part-time students, who will not have completed the module on the planned date of withdrawal
  - c) the mechanism to ensure that all programme leaders of programmes on which the module is used are consulted and agree to the timing of the proposed withdrawal
  - d) the arrangements for ensuring that the School Learning, Teaching & Assessment Committee is notified of the proposed withdrawal and formally endorses this at a meeting of the Committee
  - e) the arrangements for ensuring that all prospective students who have been offered a place on the module are informed of the change.

## Closing an approved taught award or credit-bearing programme

4. A proposal to close an approved taught award or credit-bearing programme is typically informed by the annual planning round. The decision to close a programme will involve liaison and discussion within the school with input from International Operations and Student Recruitment to advise on market demand



or process, if it is an overseas programme, and Planning and Intelligence who support the planning process.

5. In considering programme withdrawal a pro forma will be completed (appendix 1) by the programme leader with input from other areas of the University to ensure that due consideration is given to all consequences of programme closure. Any closure should comply with Section 9 of the University terms and conditions in relation to responsibilities to current students. The Dean of school and school senior leadership team make the final decision to close a programme of study.
6. Once the decision is taken to close a programme [the completed pro forma](#) becomes the primary means of managing the closure. The school LTA committee has responsibility for monitoring the phasing out plan contained within the pro forma. School Support Services are responsible for sending the completed pro forma to the Systems team. SITS will flag the closure and notify relevant areas of the University including Admissions and Recruitment of the closure.

## **Replacing an existing approved taught award or credit-bearing programme**

7. If an existing approved taught award or credit-bearing programme is to be replaced by a revised programme the revised programme must:
  - a) be formally approved in accordance with [Quality Framework Section 1c: Academic approval of taught award or credit-bearing provision](#).
  - b) have a different programme title.
8. The following points must be considered as part of the approval process of the replacement programme:
  - a) a well-defined changeover date must be identified, for example, the entire student cohort to Stage 1 in year  $n$  follows the existing approved programme, while the entire student cohort in year  $n+1$  follows the proposed replacement programme
  - b) where the existing and replacement programmes are very closely related, consideration should be given to transfer the entire cohort to the replacement programme
  - c) all existing cohorts may only be transferred to the replacement programme if they will not be disadvantaged in any way and if the entire cohort has been fully informed and agree in writing, as a cohort, to the transfer
  - d) where there is sufficient similarity between the two programmes, a mechanism should be included to enable students who would otherwise experience difficulty (for example, those carrying failed modules) to transfer from the existing to the replacement programme



- e) a student may only be transferred from the existing to the replacement programme if they will not be disadvantaged in any way and if the student has been fully informed and agrees in writing to the transfer
- f) transitional arrangements covering the management of the change to a replacement programme and, where appropriate, the arrangements for transferring the entire cohort or individual students to the replacement programme.

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## **Reciprocal institutional arrangements**

- 9. In some cases, it may be in the best interests of students for their programme to be completed through a credit transfer or similar arrangement with another higher education institution.
- 10. The arrangement may lead to a student's registration being transferred to another institution or retained by the University.
- 11. In cases where students request such an arrangement, the University will take all reasonable steps to ensure a satisfactory agreement is reached.
- 12. In cases where the University proposes such an arrangement, students must agree to it in writing.

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## **Outcomes**

- 13. The School Learning, Teaching & Assessment Committee will monitor the implementation of plans to withdraw an approved taught credit-bearing module and to close a taught award or credit-bearing programme to ensure that the student learning experience continues to meet University expectations during the phasing-out period.
- 14. Information relating to withdrawn modules and closed programmes will be retained in accordance with timescales set out in approved records retention schedules.
- 15. Quality & Standards Committee will receive and consider school annual summary reports which contain a summary of all taught award or credit-bearing provision withdrawn during the reporting period.

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## **Terminating a collaborative agreement**

16. The process for terminating a collaborative agreement is set out in [Quality Framework Section 4: Managing taught award or credit-bearing provision delivered in partnership.](#)

## **Monitoring and reviewing taught award or credit-bearing provision**

17. The process for monitoring and reviewing all taught award or credit-bearing provision delivered by the University is set out in [Quality Framework Section 2: Internal monitoring and review activities.](#)

## **Monitoring the effectiveness of the Quality Framework**

18. The process for monitoring the effectiveness of the Quality Framework including the effectiveness of the implementation of the design, development and approval process for taught award or credit-bearing provision is set out in the [Introduction to the Quality Framework.](#)

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