

Temporary Suspension of a Programme Policy

INTRODUCTION

1. New College of the Humanities (the College) founding values and principles are to provide an innovative educational experience, which includes the delivery of new and exciting programmes. The academics are research active which can lead to the development of new programmes, which follow a rigorous approval procedures within the College's own quality assurance procedures as well as the Degree-awarding body's own processes.
2. The College carefully considers all aspects of creating a new programme, including the market appetite, pedagogical approach and employability. The College follows the UK Quality Code during the development of all undergraduate and postgraduate programmes.

SCOPE OF POLICY

3. This policy sets out the procedure for the temporary suspension of a programme that is relevant to all College staff, students and prospective students.
4. This policy has been written to meet the expectations of the UK Quality Code, [Chapter B2: Recruitment, Selection and Admission to Higher Education](#) and the [guidance](#) provided by the Competition and Markets Authority for UK higher education providers.

KEY AIMS AND PRINCIPLES

4. The College aims not to temporarily suspend programmes, but in the case where this might be necessary, the College:
 - 4.1. will endeavor to deliver all the programmes it advertises;
 - 4.2. has considered alternative avenues before making the decision to temporarily suspend a programme;
 - 4.3. has a framework that defines the policies and procedure to be used when the decision is taken to temporarily suspend a programme;
 - 4.4. informs all affected prospective students of the decision appropriately, taking into account their chosen education pathway;
 - 4.5. inform all affected academics and the respective Head(s) of Faculty.

REASONS FOR THE TEMPORARY SUSPENSION OF A PROGRAMME

5. "Temporary suspension of a programme" is defined as the decision where the College will not run a specified programme for one academic year, after

it has been advertised as available to prospective students, e.g, prospectus and/or website.

6. If a programme is suspended for a consecutive academic year, the decision to close the programme will be considered, using the Programme Closure Policy¹.
7. A programme maybe temporarily suspended 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 programme will not be economically viable.

PROCEDURE FOR THE TEMPORARY SUSPENSION OF A PROGRAMME

8. A decision to temporarily suspend a programme will be made by the Executive Committee. The Executive Committee will review the pedagogical and financial status of the programme and consult with the Head of Faculty, prior to the final decision being made.
9. The Executive Committee has the final say on whether a programme is temporarily suspended.

PROCEDURE FOR NOTIFYING PROSPECTIVE STUDENTS

10. In order to minimise any inconvenience to prospective students, the College will:
 - 10.1. Keep all recruitment activity under constant review and assess the number of applications, offer holders, acceptances and (where relevant) their historical conversion rates for each programme. Where a programme is projected to be classified as "at risk" of being temporarily suspended, students will be informed within a reasonable period.
 - 10.2. continue to market the programme to increase the applications, offers and acceptance, with the aim of delivering the programme;
 - 10.3. review any external stakeholders (including Degree-awarding body) requirements, the educational experience and the circumstances of individuals who have accepted a place;
 - 10.4. in relations to a programme exceeding one week in duration, give the student not less than four weeks' notice of temporarily suspending the programme prior to the start of the programme (subject to circumstances beyond the College's control);
 - 10.5. provide the prospective student with help and advice in relation to finding alternative programmes within the College;
 - 10.6. If the prospective student decides to withdraw from the programme and the College, promptly refund their deposit and any fees paid towards the programme.
11. In order to minimise any inconvenience to academics, the College will:
 - 11.1. inform the Head of Faculty, for the programme, on the recruitment numbers and that the programme has been classed as "at risk" of being temporarily suspended;

¹ To be drafted

- 11.2. ensure that the Head of Faculty and/or relevant academics work with the Marketing and Recruitment Team to increase the number of applications, offers and acceptances;
- 11.3. support the academics during the preparation of the teaching materials for new programmes that have been classed as “at risk” of being temporarily suspended

RESPONSIBILITY, MONITORING AND EVALUATING POLICY

- 12. The Executive Committee has overall responsibility for the decision making, monitoring and evaluating this policy and all programmes that are temporarily suspended.
- 13. The Executive Committee reports to TESL Board on an annual basis the outcomes of the use of this policy.

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