



## 1.0 Course Closure

*[Full procedures considered and conditionally approved by Academic Board on 23 June 2011. Final approval granted by Chair's Action on 20 July 2011 following further amendments and comments by members. Further updates undertaken and approved by Academic Board in April 2012, and January 2013 (Chair's Action). Revised, updated and approved by Academic Board 27 January 2016]*

This procedure sets out the action required where a course or courses are being closed. It applies to all taught provision in both HE and FE. The procedure does not apply to the closure of every course title: so where a course is being revised and a title change is proposed the appropriate route for this is revalidation. The exception would be where the changes being made constitute an entirely new course to replace the old. The Validation Sub Committee may reject a proposal for revalidation where it considers that the changes are so substantial that in reality the course is being closed, in which case this procedure would apply.

### 1.1 Proposing Courses for Closure

1. Colleges present their Academic Plan to Academic Board on a regular basis (main plan in June each year). This Plan should flag areas of provision where the closure of a course is being considered and the reasons for this. Notification in this way is not a decision to close, and full consideration may lead to alternatives to closure. The purpose is to allow Academic Board to give initial consideration to the implications for the academic portfolio of the University as a whole, and to offer advice and guidance on the planned consideration.
2. Where plans are clearer and closure of a course seems the right option, the Head of College should request a formal proposal for the closure of a course from the Dean of School/College. This proposal is made in the first case to the College Senior Management Team/Executive. The proposal should follow the format set out in **annex A** which covers the University's requirements in three areas:
  - a) Rationale for Closure
  - b) Consultation
  - c) Closure Plans

### 1.2 Decision to Close

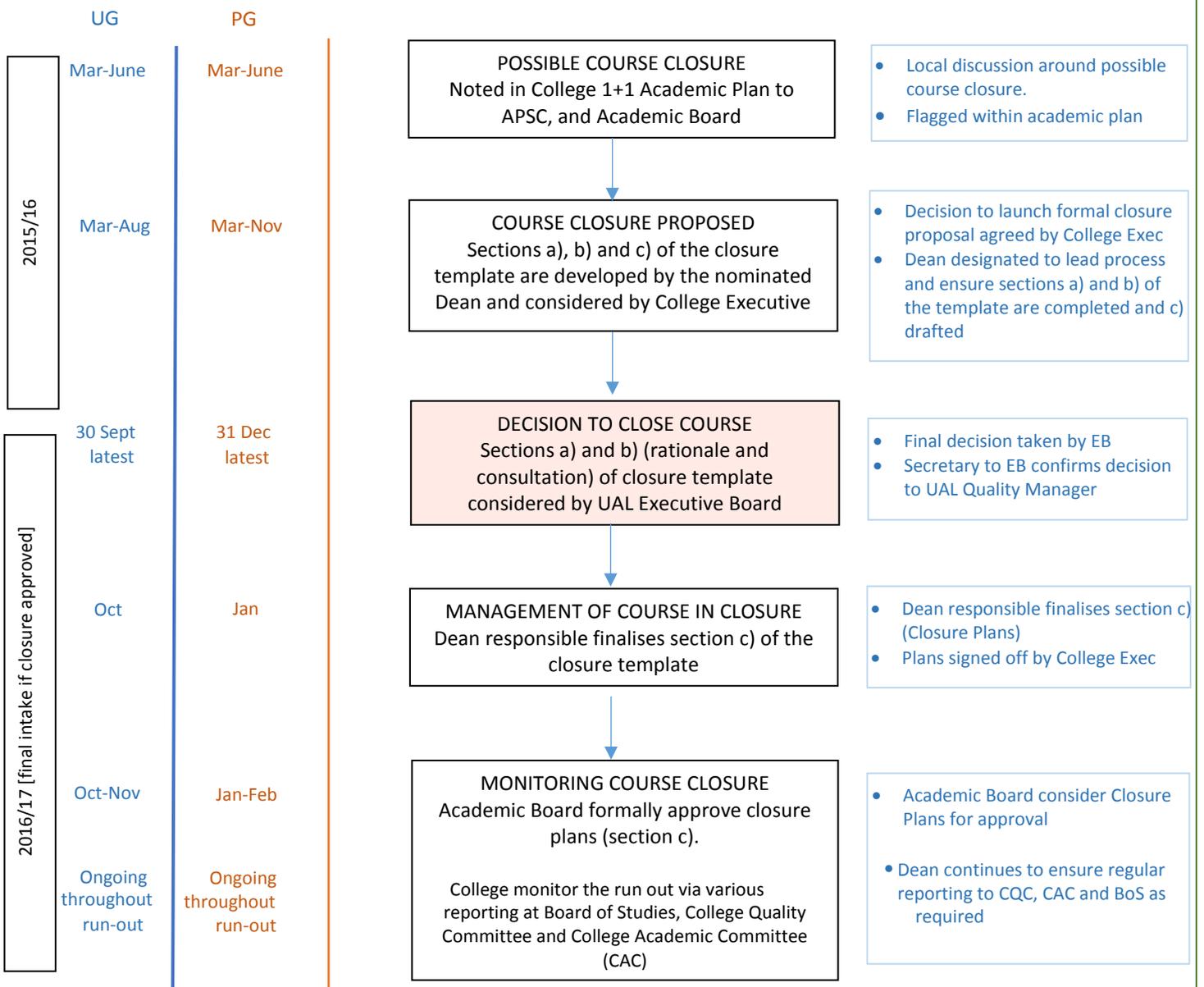
1. Following scrutiny and approval by the College Executive, sections a) and b) of the closure template should be considered at the University's Executive Board which has the ultimate decision on any closure.
2. The final decision and announcement of a course closure should be made in time for potential applicants to make another choice of course (at UAL or elsewhere) following the announcement of course closure. For undergraduate courses decisions should be made 12 months before the course was due to start, for postgraduate 9 months before. This would mean a decision by 30 September for undergraduate courses that would have started the following year in October, or by 31 December for postgraduate courses that would have started the following year in October.

### 1.3 Managing and Monitoring Courses in Closure

1. The Head of College should designate the Dean of School, or a particular Dean in the College, to oversee the closure plans and take overall responsibility for the **management** of the run out of a course or group of courses in the College. In circumstances where this is not possible the Vice-Chancellor should approve suitable alternative arrangements such that there is an adequate capacity to manage the run out arrangements. This may include the secondment of a Dean from another college to undertake this role on a full or part time basis. The Dean, working with Programme Directors and Course Teams, is responsible for the implementation of the closure plans and the management and co-ordination of all arrangements.

2. When the final decision on closure has been confirmed by Executive Board the College should present section c) Closure Plans to Academic Board. Academic Board has ultimate responsibility for **monitoring** the closure of courses and may require changes to the Closure Plans; the Board may delegate the responsibility for monitoring run out to Academic Quality and Standards Committee (AQSC).
3. The responsible Dean should ensure regular reports are sent on phasing out arrangements to relevant committees. The Board of Studies should monitor the implementation of these arrangements and the College Academic Committee (CAC) should receive a report at least twice a year on run out matters. CACs should be free to call for extra information if needed, bearing in mind the need to maintain the quality of the learning experience for students.
4. Quality assurance arrangements continue as normal for courses which are being run out. Where necessary AQSC may agree to extend the tenure of external examiners to cover the run out period. AQSC may similarly agree to extend course approval, rather than require a scheduled enhanced monitoring event. Continuous monitoring events should focus on the maintenance of academic standards and the quality of the learning opportunities offered to students. A report should be done on the final year as a means of reassuring the College Academic Committee that the quality and standards have been maintained. In addition to the normal continuous monitoring arrangements the responsible Dean should bring a special report on run out courses to College Quality Committee (CQC).
5. Students are entitled to complete the course to which they were enrolled. No changes may be made to courses in the run out phase, nor any transfer arrangements agreed, without approval by Academic Board; this includes the formal approval of modifications. Where transfer to another course or another University is being explored, the views of all students must be sought and a case made for the academic fit of the alternative arrangements to Academic Board.

## 1.4 Course Closure Process Diagram and Example Timeline



[Insert college logo]

## Template for Proposing the Closure of a Course

PART A and PART B: To be submitted for final approval to UAL Executive Board

PART C: To be submitted for final approval to Academic Board

<b>Name of Course:</b>	
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### PART A: RATIONALE FOR CLOSURE

This section should outline the context of the school and college's academic provision and give the reasons why closure of the course or courses is being considered. Details should be given in the text or in accompanying tables on performance indicators including recruitment, progression and achievement, student satisfaction, diversity profile and course costs.

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## PART B: CONSULTATION

This section should detail how the exploration of possible closure plans has been carried out, including any special reviews and consultation exercises undertaken. The University's expectation is that all groups outlined below will have been consulted during any such exercise.

i. Academic Staff teaching on the courses in question (including fractional appointments and HPLs)

ii. Technical and administrative staff

iii. Existing students (all students should be invited to comment, either through an open meeting or electronically)

iv. The wider school and college academic community through full discussion at Boards of Studies and College Academic Committee (CAC)

v. UAL Students' Union

vi. Staff Unions\*

*\*The University will consult its recognised trade unions on the staffing impact of course closures in line with its statutory obligations and agreed policies. The provision of information and consultation on the impact of any such changes will be undertaken in accordance with the existing Recognition and Procedural Agreement, and any discussion will take place at Joint Committee or other formally arranged meetings. Any direct impact on the employment status of staff affected by course closures (particularly where they affect the future employment of staff) will be the subject of consultation as part of the University's Redundancy Procedure.*

vii. Please outline any consultation or advice on the implications of closure that has been undertaken or received from any of the following groups;

- Deputy Rector Academic
- Academic Registrar (on matters relating to admissions, quality, regulatory and other matters)
- Dean of Students
- University Central Planning Unit
- Director of Human Resources

PART C: CLOSURE PLANS

Name of Course:	
Dean Responsible:	
Year of final graduates:	
Date closure approved by UAL EB:	

This section should outline how the College has committed to managing the run out of the course following a decision to close. Each response should articulate steps that will be taken to assure the student experience and quality of academic standards. Closure plans are given final approval by UAL Academic Board and should be managed by the nominated Dean throughout the duration of the run out.

**Student Numbers**

Details of phasing out including expected student numbers of each cohort (showing home/eu and overseas breakdown)

**Student Communication and Support**

Details of how existing students will regularly be updated on the closure plans during run out, and extra support and advice arrangements that will be put in place for those students such as regular forums, newsletters etc.

**Course Regulations**

Arrangements for the course closure regulations to be given to students and the impact of closure explained. During the run out phase students may still be referred, however exam boards do not have the option of allowing students to retake a year or a unit of the course for the final cohort and this must be made clear to students in writing and explained at induction.

**Students on Deferral**

Confirmation that students currently on deferral or year out have been contacted and the implications of the course closure explained.

**Staffing Plans – Staff Teaching Run Out**

Details of the staffing arrangements for the run out courses (covering full time, part time fractional and part time hourly paid academic staff, and technical staff relevant to the subject in question). These plans should detail the names of staff teaching on the run out courses. The expectation is that existing staff continue to teach run out courses. Where this is not the case details need to be presented on how the suitability of alternative staff is checked in terms of the fit of their academic expertise to the provision in question.

**Staffing Plans – Continued Staffing for Referral**

Staffing plans must allow for the referral of students and therefore the retention of staff to advise and assess students who have been referred. This must include arrangements for internal moderation and the operation of referral exam boards.

**Contingency Plans for Staff Absence and Departure**

Contingency plans for the absence or early departure of staff teaching on, or providing technical support to, run out courses. Such plans may include special arrangements for cover from other college staff; support from other colleges of the University or from other Universities; the employment of staff on temporary contracts.

**Accommodation and Facilities**

Details of any changes to accommodation for the course including specialist facilities including a clear demonstration of how the suitability of alternative or phasing out arrangements is to be checked such that the quality of the learning experience of students is maintained.

**Impact on Non Closing Provision**

Plans to address the impact of the course closure on other provision in the College, such as where units are shared, subject specialist academic or technical staff support other courses, or specialist facilities being withdrawn have an impact on other, non-closing, courses.

**Collaborative Provision**

Any special arrangements for courses run by collaborative partners, or where some provision (e.g. optional units) has an impact on collaborative provision. Phasing out arrangements should take account of contractual obligations in the formal Agreement between the University and the partner institution.

**External Examiners**

Plans for briefing of external examiners. External should be presented with the detailed course closure plans and their advice sought on the suitability of those plans.