

## **Course Suspension, Closure and Title Change Process**

### **1. Outline**

- 1.1. The Course Suspension, Closure and Title Change process at London Met supports the ability to ensure that the University's portfolio is current.
- 1.2. Given the contractual nature of the relationship between the University and students, course suspensions, closures or title changes should only take place in response to issues and/or innovations as they arise to ensure the quality of the student experience, or the ability for the courses to be delivered.
- 1.3. This process and timeline apply to both internal and collaborative academic partner provision. Both require approval at the School Learning, Teaching, and Quality Committee (SLTQC) and the Academic Portfolio Committee (APC). Additionally, for collaborative academic provision the termination process may apply.
- 1.4. Institutional responsibilities begin at the point of offering courses; therefore, Course teams should be mindful of the Competitions and Markets Authority's (CMA) guidance for Higher Education providers.

### **2. Course Suspension**

- 2.1. Course Suspension should take place when there is either no intake for courses (formerly known as zero recruitment) or if the courses reach maximum capacity (course full). All course suspensions should be completed fully after taking advice from AQD. They will then be considered at SLTQC and then be approved by the APC. Notifications on course suspensions are communicated through APC minutes and the updating of the Portfolio Changes Log.
- 2.2. A course can be suspended for other reasons such as unforeseen circumstances which might be beyond the University's control, and as a result it may affect the delivery of the course. For example, a course may be suspended/closed due to recruitment numbers being low, a leading staff member is unable to teach, its fiscal viability, restructuring of the course and more recently the impact of COVID-19.
- 2.3. When considering a course suspension, Course teams should ensure that this is completed in a timely manner and that any affected applicants are contacted prior to approval at the SLTQC and APC. Course teams should make every

effort to ensure that applicants are consulted and offered alternative provision at the University.

- 2.4. Course teams should consult with their Dean of School when considering suspending provision. This should be completed as early in the admissions cycle as possible to ensure that applicants have sufficient time to change course or institution if necessary. Course teams should complete the Course Changes Form (AQD035) and submit it to their SLTQC for consideration.
- 2.5. Once considered at SLTQC, the proposal should be submitted to APC for final approval. The APC will consider the timing and implications of the proposal and has the right to reject the course suspension proposal if it is deemed that there will be an impact on CMA compliance and applicants. Only the APC has the right to approve course suspensions.
- 2.6. A course can be suspended for a maximum of two consecutive year intakes, after which the Course team will need to decide if the course should be reinstated or closed. If the course is to be closed following the suspension, Course teams are required to inform APC so that the Portfolio Changes Log is updated. For the course to be reinstated after a 2-year suspension period, Course teams will need to submit a new AQD001 Business Case Template for APC approval. A Periodic Review may be required to ensure that the course currency remains valid.
- 2.7. It is imperative for Course Leaders to keep track of course suspensions and take the necessary steps - to either reinstate or close the course, once the two consecutive year intake time has lapsed.

### **3. Course Closure**

- 3.1. Course Closures should take place when the course is not fit for purpose, or there has been a serious impact on the student experience and outcomes. Schools should consider the impact of course closures on existing students as well as potential applicants. Course teams will need to consider Student Protection Plans and teach out plans for students on the courses.
- 3.2. When closing a course, Course teams should complete the Course Changes Form (AQD035) and consult with students on the courses to discuss and outline teach out plans. Evidence of consultation and agreement should be attached to the form and submitted to SLTQC for consideration.
- 3.3. Once considered at SLTQC, the form should be submitted to APC for approval. The APC will consider the timing and implications on applicants when reviewing



the course closure forms. The APC has the right to reject course closures if it is deemed that there will be an impact on CMA compliance and applicants.

- 3.4. Notifications on course closures are communicated through APC minutes and the updating of the Portfolio Changes Log.

#### **4. Course Title Change**

- 4.1. A Course Title Change is one of the most significant material modifications that can be requested and impacts on potential and continuing students. Normally, continuing students should complete the course on the existing title and potential students should not be disadvantaged in their application to the University by any such change.
- 4.2. Should a School wish to continue with a title change, the Course Changes Form (AQD035) should be completed alongside an updated course specification and submitted to AQD to process.
- 4.3. Evidence of consultation and agreement should be attached to the form and submitted to SLTQC for consideration. Please refer to the relevant guidance in Section 7 – Course Modifications before submitting the form to AQD.
- 4.4. If approval is given, the APC secretary will inform the Course team directly and other relevant departments through the Portfolio Changes Log.

#### **5. Timelines for Suspension, Closure and Title Change**

- 5.1. The deadline for course suspensions and closures for September starts is the Spring term APC, and the first APC of the year for January starts. There may be exceptions to this timeline if the course is full, and this will be agreed with the Dean of Students or nominee.
- 5.2. Course closure is subject to the course closure process and will be considered on an individual basis at APC.
- 5.3. All Course Title Changes must be submitted and approved at the Academic Portfolio Committee (APC) by the required deadlines, which allows a 20-month lead for Undergraduate and 18 months for Postgraduate courses. After that point, no further title changes will be considered, unless exceptionally approved by the Chair of APC.