

## Course Suspension and Closure Policy

### 1. Internal and external reference points

- 1.1 London Met policy and process for course suspension and closure have been developed in consultation with the QAA Quality Code published in May 2018, the QAA Advice and Guidance on Course Development and Design published in November 2018 and [the University's Academic Regulations](#).

### 2. Course Suspension

- 2.1 London Met aims to deliver courses that meet appropriate threshold standards, provide students with an inclusive and up to date curriculum, prepare students for employment, and provide students with a high-quality experience and positive outcomes. Due to market forces and student feedback it may be necessary that course teams suspend course intakes.
- 2.2 The Academic Portfolio Committee (APC) has delegated responsibility on behalf of the Academic Board for the approval of course suspensions at London Met. For collaborative provision the Collaborative Sub-Committee has delegated responsibility for course suspensions.
- 2.3 Course suspensions will be subject to approval at APC and can be no later than March for September starts, and October for January starts. Courses with firm acceptances are unlikely to be approved a suspension.
- 2.4 Once suspended, a course can remain suspended for a maximum of two consecutive year intakes, after this period the course will be required to open recruitment or close fully. For the course to be reinstated, Course Teams will need to submit a [AQD001 Business Case Template](#) for APC approval. A Periodic Review may be required to ensure that the course currency remains valid.

### 3. Course Closure

- 3.1 London Met acknowledges that courses may need to close to ensure that provision is current, meets market and student demands, and delivers a high-quality academic student experience.
- 3.2 The Academic Portfolio Committee (APC) has delegated responsibility on behalf of the Academic Board for the approval of course closures at London Met. For collaborative provision Collaborative Sub-Committee has

delegated responsibility for course closure. Collaborative provision may also be subject to partnership termination which is outlined in Chapter 11.

- 3.3 Course Closures will require teach out plans to be developed and implemented outlining how the quality of the student experience and outcomes will be maintained, along with timelines for modules. Students are to be involved in discussions and this will need to be evidenced throughout the closure process.
- 3.4 Course Closure is subject to the course closure process and will be considered on an individual basis at APC.