Course Suspension and Closure Process

1. Outline

1.1 The Course Suspension and Closure 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 and closures 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. Please see chapter 11 of the Quality Manual.

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 Head 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 Suspension Form (AQD035) and submit 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. They have 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 have 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, 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.

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 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 Closure Form (AQD036) and consult with students on the courses to discuss and outline teach out plans. Evidence of consultation and agreement should be attached to the Course Closure 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 have 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. Timelines for suspension and closure

4.1 The deadline for course suspensions 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 Deputy Pro Vice-Chancellor Student Services, Director of Academic Quality.

4.2 Course Closure is subject to the course closure process and will be considered on an individual basis at APC.