

HE - WITHDRAWAL OR SUSPENSION OF PROGRAMMES OF STUDY PROCEDURE

Lead: Head of Higher Education	Status: Approved
Version: 1	Date of Version: 22 September 2023
Approving Body: Executive Team Higher Education Quality and Standards	Supersedes: N/A
Approved on: 24 October 2023	Next Review date: 22 September 2024

Equality analysis tool¹

1.	Is the policy relevant to the public sector equality duty?	No
2.	Have any concerns previously been raised about this policy or practice?	No
3.	Is likely to result in discrimination against a protected group?	No
4.	Does this policy positively contribute to the participation of under-represented groups in the College's activities?	No

Version Control

Version	Date	Change(s)

Access

Location	Yes
Service Centre	No
Document Centre	Group Shared Drive
Public Website	Selby College, Wakefield College

Communication

Medium	Audience
HE Quality and Standards Committee	All staff who are responsible for the delivery of Higher Education. All Higher Education students.

¹ The Screening Template relating to the HE Withdrawal or Suspension of Programmes of Study Policy can be found on page 6 of this document.



Heart of Yorkshire

Education Group

HE - WITHDRAWAL OR SUSPENSION OF PROGRAMMES OF STUDY PROCEDURE

(to be read in conjunction with HE - Refund & Compensation Policy)

Date: September 23rd, 2023 Author: Steve Mulligan

1 Introduction

The purpose of this policy is to confirm that the Heart of Yorkshire Education Group (the Group) procedures for the withdrawal and suspension of programmes are robust, transparent, and efficient.

2 Suspension of Recruitment

2.1 Suspension of recruitment to a programme for up to a maximum of two consecutive academic years is permitted. Where it is proposed to suspend recruitment to an existing programme of study, application for suspension must be made to the HE Quality & Standards Committee. Recruitment onto a programme cannot be suspended for more than two years; during the first year of suspension, arrangements must be made to either re-commence recruitment or withdraw the programme. Applications must be supported by a Programme Management Plan, which includes details of the following:

- a communication strategy;
- clarification of precisely when it is intended the suspension will take effect;
- arrangements to resume delivery of the programme;
- evidence that the external examiner has been notified.

2.2 Current students must be informed of the reasons that recruitment to the programme on which they are studying is being suspended, for example through the staff/student committee.

2.3 The external examiner must be informed of the decision.

Explanatory note:

Decisions about suspending or withdrawing programmes should generally be the result of consideration by the Higher Education department. Where a programme is no longer being delivered to students due to withdrawal it will not be live on the Student Information System.

Suspension of study (suspending) previously 'intercalation'

3 Resumption of Recruitment

Where suspension has been granted in accordance with the above paragraphs, an application to resume recruitment must be made to the HE Quality and Standards Committee and supported by evidence that:

- the quality of the learning opportunities and academic standards of the programme remain appropriate, taking into account changes (e.g. to learning resources, currency of the curricula) since recruitment was suspended
- the former external examiner remains willing to act for the programme, or that another external examiner is willing to undertake the role.

Explanatory note:

- Ensuring that the programme remains current is the main issue which must be addressed; it may be necessary to revise the programme and submit an application for major or minor modifications to the appropriate awarding body.
- External examiner: account must be taken of the term of office of the examiner, which might have expired if the examiner is also responsible for other programmes.

4 Reporting Decisions

A copy of the Group's decision to suspend and/or resume recruitment must be provided to:

- the Head of Curriculum for that particular area
- the Group Executive Director – Curriculum and Quality
- the partner institution appropriate contact
- Group Executive Director - External Partnerships, Skills, and Apprenticeships
- the relevant Professional Statutory and Regulatory Bodies (PSRB)(s) (where applicable)

5 Withdrawal of a Programme

5.1 The withdrawal of a programme requires the approval of the HE Quality & Standards Committee.

5.2 Requests to withdraw a programme being delivered to students currently registered or having accepted an offer of a place on the programme must be made to the Head of Higher Education.

5.3 Where the programme is tied to another programme (for example by providing the articulation route for a Foundation Degree) evidence of the impact on the other programme, and consultation with the programme provider, must be provided.

5.4 Requests must be supported by a Programme Management Plan, which includes details of the following:

- a copy of the Exit Strategy, as defined below
- a communication strategy
- clarification of precisely when it is intended the withdrawal will take effect.
- Any other risks of which the Group should be aware

6 Exit strategy

6.1 The Exit Strategy referred to in para. 5.3 above must include the following information:

- details of the number of students currently registered by stage/year of study and mode
- details of students currently suspending their studies
- details of offers accepted
- an explanation of how the students will be affected, including how they will be supported to complete the programme (in relation to teaching, resources, academic and pastoral supervision) indicating whether there are any differences in impact for students on different stages of the programme
- evidence of consultation with current students and applicants holding offers (if applicable)
- evidence of consultation with the external examiner(s).

6.2 Where the programme is accredited by a professional/statutory body, evidence of consultation with the relevant body must be provided.

6.3 In considering the Exit Strategy the Higher Education Quality & Standards Committee must determine whether any further evidence is required after a specified period of time, for example evidence of how the Exit Strategy has been implemented one or more years after granting approval.

Explanatory note:

- The importance of the decision to withdraw a programme with current students on it must not be underestimated. The Group owes a clear legally enforceable obligation to such students; therefore, the exit strategy is central to ensure that the obligation is addressed. The external examiner will provide a valuable independent view of whether the proposed exit strategy is appropriate.
- Para. 5.4 Suspension of study (suspending) previously 'intercalation'

7 Resumption of delivery

The withdrawal of a programme in accordance with the above paragraphs is deemed to be a permanent withdrawal. Any proposal to resurrect such a programme must be addressed as a new programme in accordance with Chapter I of this code of practice

8 Action following Approval

8.1 Informing students

Where a request to withdraw a programme is approved, the students affected (as identified in the Exit Strategy) must be informed in writing of the decision by the Head of Higher Education, with confirmation of the way in which they will be supported to complete the programme.

8.2 Internal Communications

If approval to withdraw a programme is given by Higher Education Quality & Standards Committee, the HE Administrator must ensure all appropriate stakeholders are informed:

- the Head of Curriculum for that particular area
- the Group Executive Director – Curriculum and Quality
- the partner institution appropriate contact
- Group Executive Director - External Partnerships, Skills, and Apprenticeships
- the relevant Professional Statutory and Regulatory Bodies (PSRB)(s) (where applicable)

8.3 The HE Administrator must ensure that relevant internal and external bodies (other than any professional accrediting body) are informed of the decision, including UCAS (if applicable), applicants (in consultation with the Group).

8.4 The HE Administrator, must ensure that relevant websites and other publicity information are updated.

9 Legal Agreement and Collaborative Provision Register

Following the withdrawal of a programme by Higher Education Quality & Standards, the Head of Higher Education is responsible for ensuring that the relevant legal agreement between the Group and partner institution is updated as required, and that the any Collaborative Provision agreements are revised.

Appendix One: Screening Tool

Public sector equality duty

Name of the policy HE - WITHDRAWAL OR SUSPENSION OF PROGRAMMES OF STUDY PROCEDURE

Author(s): Steve Mulligan

Author(s) of Equality Analysis:

Name: Steve Mulligan

Job title: Head of Higher Education

Date: 22nd September

Signature:



1. What are the main aims, purpose, and outcomes of the policy?

The purpose of this HN Assessment Policy is to ensure that staff and learners on Higher National programmes are fully aware of the criteria and standards against which learner progress and success will be judged.

2. Will these aims affect our duty to:

	Yes / No	How?
Advance equality of opportunity?	No	
Eliminate discrimination?	No	
Eliminate harassment?	No	
Foster good relations between people from different groups?	No	
Tackle prejudice and promote understanding between people from different groups?	No	

3. What aspects of the policy, including how it is delivered, or accessed, could contribute to inequality?

None

4. Will the policy have an impact (positive or negative) upon the experience of people, including those who share a protected characteristic?

4.1 Please complete the following table:

Protected characteristic	Meet needs of people with this characteristic	Encourage participation (if underrepresented)	Remove or minimise disadvantages	Possible negative impact
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
Religion / belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
Pregnancy /maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
Marriage / civil partnership*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No

Evidence:

4.2 In addition, please consider whether this policy may indirectly discriminate against young adult carers (16-24). Although not a legally protected group, this group often suffers disadvantage due to their caring responsibilities and we have a moral duty to protect them.
Evidence: N/A

4.3 What different needs, experiences or attitudes are particular communities or groups likely to have in relation to this policy?
 None

Declaration

The policy does not have a significant impact upon equality issues and therefore does not require any further action.

Author(s) of Equality Analysis:
Name: Steve Mulligan
Job title: Head of Higher Education
Date: 22 nd September
Signature: 

