

Temporary Suspension of a Programme Policy

INTRODUCTION

1. New College of the Humanities (the College) founding values and principles are to provide an innovative educational experience, which includes the delivery of new and exciting programmes. Faculty are research active which can lead to the development of new programmes, which follow a rigorous approval procedures within the College's quality assurance procedures.
2. The College carefully considers all aspects of creating a new programme, including the market appetite, pedagogical approach and employability. The College follows the UK Quality Code during the development of all undergraduate and postgraduate programmes.

SCOPE OF POLICY

3. This policy sets out the procedure for the temporary suspension of a programme that is relevant to all College staff, students and prospective students.
4. This policy has been written to meet the expectations of the [UK Quality Code](#) Admissions, Recruitment and Widening Access, and Learning and Teaching chapters and the [guidance](#) provided by the Competition and Markets Authority for UK higher education providers.

KEY AIMS AND PRINCIPLES

4. The College aims not to temporarily suspend programmes, but in the case where this might be necessary, the College:
 - 4.1. will endeavor to deliver all the programmes it advertises;
 - 4.2. has considered alternative avenues before making the decision to temporarily suspend a programme;
 - 4.3. has a framework that defines the policies and procedure to be used when the decision is taken to temporarily suspend a programme;
 - 4.4. informs all affected prospective students of the decision appropriately, taking into account their chosen education pathway;
 - 4.5. informs the Dean of Faculties/Assistant Vice President for Digital Innovation & Enterprise Learning and all affected faculty and the respective Head(s) of Faculty/Programme Directors.

REASONS FOR THE TEMPORARY SUSPENSION OF A PROGRAMME

5. "Temporary suspension of a programme" is defined as the decision where the College will not run a specified programme for one academic year, after it has been advertised as available to prospective students, e.g, prospectus and/or website.
6. If a programme is suspended for a consecutive academic year, the decision to close the programme will be considered, using the Programme Closure Policy¹.
7. A programme maybe temporarily suspended for educational, practical or business reasons, e.g. where student numbers are expected to be so low that the student learning experience will be harmed, or where a programme will not be economically viable.

PROCEDURE FOR THE TEMPORARY SUSPENSION OF A PROGRAMME

8. A decision to temporarily suspend a programme will be made by the Executive Committee. The Executive Committee will review the pedagogical and financial status of the programme and consult with the Head of Faculty/Programme Director, prior to the final decision being made.
9. The Executive Committee has the final say on whether a programme is temporarily suspended.

PROCEDURE FOR NOTIFYING PROSPECTIVE STUDENTS

10. In order to minimise any inconvenience to prospective students, the College will:
 - 10.1. keep all recruitment activity under constant review and assess the number of applications, offer holders, acceptances and (where relevant) their historical conversation rates for each programme. Where a programme is projected to be classified as "at risk" of being temporarily suspended, students will be informed within a reasonable period;
 - 10.2. continue to market the programme to increase the applications, offers and acceptance, with the aim of delivering the programme;
 - 10.3. review any external stakeholders requirements, the educational experience and the circumstances of individuals who have accepted a place;
 - 10.4. in relations to a programme exceeding one week in duration, give the student not less than four weeks' notice of temporarily suspending the programme prior to the start of the programme (subject to circumstances beyond the College's control);
 - 10.5. provide the prospective student with help and advice in relation to finding alternative programmes within the College;

¹ To be drafted

11. In order to minimise any inconvenience to faculty, the College will:
 - 11.1. inform the Head of Faculty/Programme Director, for the programme, on the recruitment numbers and that the programme has been classed as "at risk" of being temporarily suspended;
 - 11.2. ensure that the Head of Faculty/Programme Director and/or relevant faculty work with the Marketing and Recruitment Team to increase the number of applications, offers and acceptances;
 - 11.3. support faculty during the preparation of the teaching materials for new programmes that have been classed as "at risk" of being temporarily suspended.

RESPONSIBILITY, MONITORING AND EVALUATING POLICY

12. The Executive Committee has overall responsibility for the decision making, monitoring and evaluating this policy and all programmes that are temporarily suspended.
13. The Executive Committee reports to NCHNL Board on an annual basis the outcomes of the use of this policy.

Title: Temporary Suspension of a Programme Policy					
Approved by: Executive Committee					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
3.0	March 2021	September 2021	Assistant Vice President for Recruitment and Marketing of Global Campuses	Academic Handbook/ policies and procedures/ general	April 2024
2.0	February 2019	February 2019	Executive Dean	NCH Academic Handbook	February 2021
Referenced documents	Programme Closure Policy (to be written)				
External Reference Point(s)	UK Quality Code Theme: Admissions, Recruitment and Widening Access; Learning and Teaching; Competition and Markets Authority				