

# PROCEDURE FOR THE CLOSURE OF A HIGHER EDUCATION PROGRAMME

## Procedure Statement

Activate Learning is committed to protecting the interests of students, applicants and its own reputation in the event of the closure of a Higher Education programme to new entrants. These procedures have been



### **Additional processes**

The programme closure procedure requires a clear statement of the rationale for closure and the arrangements to secure both the quality of provision and the student experience following the decision to withdraw the programme. The Group Higher Education Academic Board will expect to see evidence of how the outgoing programme is to be phased out and the support provided to any remaining students and applicants. The Student Protection Plan provides further guidance on actions to be taken in the event of programme closure.

### **Obtaining approval to withdraw a programme**

Where a programme governed by a partnership agreement is suspended by the awarding body, the awarding body will notify Activate Learning in writing as detailed in the relevant institutional agreement. The Director of Higher Education will then work with the relevant Director of Delivery to ensure that arrangements for any current and prospective students are in place (see 5.3)

Where the proposal to close a Higher Education programme originates within Activate Learning, the recommendation should be submitted by the relevant Director of Curriculum and/or Director of Pathways to the Group Higher Education Academic Board.

In order to allow adequate time for discussion and consultation, the recommendation for closure should be submitted to the Group Higher Education Academic Board before the end of May in the year the programme is recommended for closure.

The minimum time between a proposal for closure being submitted to the Group Higher Education Academic Board and a decision being taken should normally be a minimum of three months prior to the commencement of the next academic year, or as required by the appropriate institutional agreement.

The Group Higher Education Academic Board will expect to receive the following information as a basis for its decision:

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- A clearly defined phasing-out period which includes start and end dates;
- The arrangements for providing students enrolled on the programme and all staff with information on the proposed closure
- The arrangements for providing UCAS applicants with timely advice and guidance to enable them to apply to another institution
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