



## Programme Closure Policy and Procedure

Reference	
Status:	Final
Document Title:	Programme Closure Policy and Procedure
Version:	2.3
Date:	April 2022
Previous Version/Date:	2.2
Next Review:	April 2023
Classification:	Internal
Approve By:	Academic Board
Prepared By:	Quality Assurance
Received By:	BoD/COB
External Referents:	<i>UKSCQA/ UKQC Core Practice- S3, Q5, Q9 Advice and Guidance: Student Engagement (11/18) Competition and Markets Authority (CMA) Guideline. Consumer Rights Act 2015 OfS Regulatory framework for higher education in England (02/18)</i>

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## **1. Aim**

1.1. London Churchill College is committed to ensuring that students are provided with the fullest information, advice and guidance possible to enable them to make well-informed decisions in the event of programme closure. In this respect, the College complies fully with the Consumer Rights Act 2015, practices advocated by the Competition and Marketing Authority (CMA) and related regulations and expectations set out in the two existing versions of the UK Quality Code.

## **2. Policy**

2.1. In the event of programme closure the College aims to ensure that:

2.2.1. Existing or potential students are fully informed, consulted and supported to protect their interests.

2.2.2. Appropriate procedures and processes are in place to ensure the quality of academic delivery throughout the transition period, and teaching-out arrangements are securely in place that meet the Expectation set out in the UKQC.

2.2.3. Decisions taken at all stages of planning and implementation are formally recorded.

2.2.4. Quality and Academic Standards are monitored throughout the closure process, until the last student has had sufficient opportunity to complete the programme successfully.

2.2.5. LCC will only close Programmes with the full knowledge and consultation of the awarding body, or other accrediting bodies.

2.2. The College may wish to close permanently a programme of study for several reasons, for example:

2.2.1. Changing strategic priorities

2.2.2. Declining student numbers

2.2.3. Key staff essential to the programme leaving the College

2.2.4. Concerns about the quality and academic standards on the programme

2.2.5. Changing requirements of external bodies prompting the decision to close a programme.

2.2.6. Programme content and/or the mode of delivery is outdated.

2.3. All closures must be approved by the Academic Board

2.4. The Programme Closure will be considered upon receiving a formal rationale from the Principal

2.5. For each Programme Closure, the College will ensure that it follows its obligations and terms and conditions



2.6. Whatever, the reason for closure, the College is committed to ensuring that the needs of existing students (including suspended students), applicants who have already been offered a place, and prospective candidates are met. This Policy is triggered in all cases.

2.7. The College will make all efforts to ensure that students are offered alternative study wherever possible

### **3. Procedure**

3.1. Procedures for completing the programme closure process are set out below:

3.2.1. Members of PEG and Directors will discuss prospects for closing a programme in the context of the College's current and changing business and academic needs. Based upon preliminary decisions taken, the Head of Programmes and Academic Monitoring will instruct the Programme Leader to commence the formal closure process.

3.2.2. The Programme Leader will complete the Programme Closure Pro-forma (see in appendix) and submit the completed form to the College's Senior Quality Assurance Officer.

3.2.3. The Quality Department will review the completed Programme Closure pro-forma to ensure all that all parts have been completed correctly and the statistical data provided are accurate.

3.2.4. Once details provided on the completed form have been approved, the Senior Quality Assurance Officer will convene a Programme Closure Meeting to confirm and record that student interests, welfare and timescale have been appropriately considered. De facto membership will include: The Principal (as Chair), the Registrar, the Head of Programmes and Academic Monitoring, the Programme Leader of the programme scheduled for closure; the Senior Quality Assurance Officer and a Representative from the Recruitment and Admissions Department. In addition, a company director and a member of the College's Oversight Board may be invited to attend. The meeting will be minuted, and the outcomes recorded on the Programme Closure Pro-forma.

3.2.5. The Programme Closure Meeting will consider the proposal based on the information provided on the programme closure form, in particular:

**3.1.2.1.** Rationale for closure

**3.1.2.2.** Proposed time scale for closure (with an appropriate amount of time to accommodate the adjustment of any applicants or existing students).

**3.1.2.3.** Proposed arrangements for students currently registered on the programme

**3.1.2.4.** Proposed arrangements for applicants

**3.1.2.5.** Proposed arrangements for delivering units/modules shared with other programmes

3.2.6. Decisions taken will be recorded on the Programme Closure Pro-forma and signed off by the Chair of the meeting. Recommendations for closure will then be sent to the Academic Board for formal approval. If closure is imminent and unavoidable, Chair's Action will be sought and the Academic Board informed at the following meeting.



- 3.2.7. The Programme Leader will inform students enrolled on the programme about the proposed closure, explain the reasons for the proposal, and discuss the implications with them following decisions taken by the Principal's Executive Group to close the programme. They will also be informed of plans for teaching-out the programme and provided with the details of how the College intends to maintain the quality of the student learning experience during the teach-out phase. Plans will include arrangements for students who have suspended their studies, need to resubmit work or those who have deferred entry.
- 3.2.8. The Programme Leader, in consultation with the Head of Programmes and Academic Monitoring, will oversee teaching out arrangements. The Senior Quality Assurance Officer, in consultation with the Registrar, will ensure that College's quality assurance framework and procedures continue to be followed. Student surveys, annual unit and programme monitoring reports and external examining procedures will remain in place for the duration of the teach-out phase. Ongoing monitoring will ensure that parity of learning experiences for students in the teach-out programme is maintained.
- 3.2.9. The Registrar and the Quality Assurance Officers, in consultation with the Head of Programmes and Academic Monitoring, will oversee and monitor the closure process to ensure that student interests are protected and that sufficient levels of support are in place to facilitate programme completion. This procedure will be followed, even in cases where no students are registered on the programme being closed, there are no applicants who have accepted offers on the course, and there is no impact from the closure on other programmes. The College will maintain permanent records of all programme closures.
- 3.2.10. Once a programme closure proposal has been approved it is the responsibility of the Programme Leader to liaise with recruiting and marketing staff members to ensure all necessary amendments are made to all London Churchill College publications and the website, and that any external references to the programme publicity visible through external websites or available in hard copy have been removed.



#### 4. Appendix

**Programme Closure Proforma  
(to be completed by the Programme Leader)**

##### Programme Details

Programme Title	
Awarding Body	
Qualification	
First Year of closure	
Last Year expected for graduating cohort	
Date of Approval	
Confirmation of Accountable Officer's approval	Signature

##### Reasons for closure

**What is the rationale for closure?**

**How does closure impact upon the College's portfolio?**

Insert text here

##### Existing students and expected duration of delivery

**What is the date of the most recent intake?**



Insert text here

**What is the number and level of students currently registered on the programme?**

Level	3	4	5	6	7

**What is the expected final complete date of the programme, considering any students currently on leave of absence and any other deferral and/or referral considerations?**

Insert text here

**Do any linked programmes exist that will be affected by the closure: for example, shared units or modules?**

**Are contractual considerations involved: for example, collaborative programmes?**

Insert text here

**Communication.**

What discussions, if any, have already taken place or have been planned with key stakeholders: for example: Principal's Executive Group members, lecturers currently delivering on the programme, continuing students, collaborative partners and/or marketing, recruiting and admissions staff members?

Insert text here



## **Academic Quality Arrangements**

**Note: External Examiner reports and Annual Monitoring Reports will be required until the last student has completed the programme.**

What external examining arrangements are planned for the teaching out programme?

How will continuous monitoring of academic standards and quality enhancement be managed?

Insert text here

## **Strategy for supporting ongoing students**

How will you ensure that ongoing students have sufficient support to complete their studies?

Insert text here

## **Strategy for applicants who have expressed interested in the programme prior to closure.**

How will you ensure that interested applicants will be informed about closure in timely manner?

What methods will be adopted to do this?

Insert text here

## **Strategy for removing all references to the programme closed from marketing materials, including the College's website and other linked websites?**

How do you plan to ensure that the removal of information takes place in a timely manner?



What plans do you have in place for reviewing College hardcopy and softcopy materials that specify the closed programme is still open for recruitment?

Insert text here