



Higher Education Course Changes and Closures Policy and Procedure

Myerscough College is committed to helping ensure that Higher Education students achieve the best possible academic outcomes from their studies. We know that occasionally events may occur, which mean that changes will have to be made to modules or programmes. This policy outlines fair and transparent Colleges practices to ensure that student interests are protected in the event of course closure and changes

This Policy and Procedure is applicable to all Higher Education students of Myerscough College.

Procedure

1 Higher Education Course Closures – New Students

The Assistant Principal Higher Education will undertake a review of the higher education portfolio on an annual basis to identify any courses to be discontinued and withdrawn from the portfolio or temporarily suspended from the recruitment process. For example this may be because they no longer fit with the College's strategic plan, have not recruited a viable cohort, which would provide a sound student experience, or there is poor attainment, retention or student satisfaction.

The process will take into account the impact on any existing students and other stakeholders, for example collaborative partners, feeder courses or modules used on other programmes.

Recommendations must be clear about the period of temporary suspension or the effective date of withdrawal of a programme.

The outcomes of these discussions will be finalised before the next applicant cycle, and recommendations made to the College Executive for final approval no later than the end of August, in order that courses can be removed from advertising for the following year's applicant cycle.

In April of each year, the College Recruitment Group will undertake an additional review of applicant numbers for the current year's applicant cycle to identify courses which are likely not to be viable and therefore the College considers that this will adversely affect the proper delivery of the educational experience.

Recommendations will be made to the College Executive for final approval.

In the event of a decision to suspend recruitment to a course at this point in the year, the College fully recognises and accepts its responsibilities towards any applicants who have been made offers for admission to a course and will provide to the student reasonable support to transfer to another course either at the College or at another provider.

If applicants holding offers of a place on the course do not wish to transfer their offer to another College course or apply for another course at a different institution, this should be discussed with The Assistant Principal Higher Education.

The Assistant Principal Higher Education will notify courses agreed to be withdrawn (discontinued) or temporarily suspended from recruitment to the College Marketing, Recruitment and Admissions, Data Management and relevant Academic Teams, and to the University.

2 Higher Education Course Closures – Continuing Students

In the event of a decision to suspend recruitment to or close a course, the College fully recognises, and accepts its responsibilities towards any remaining continuing students.

It is expected that where courses are proposed to be withdrawn, existing students will be able to continue on the course on which they have enrolled until the completion of their studies.

Exceptionally, changes may be required to ensure a smooth closure and in this case must be proposed and approved using the University Course/Module amendment process, which will involve consultation with students and will seek to minimise the impact on students affected by changes and closures.

If teaching-out of the course at the College is not possible, the College will work with the student and the University to explore the following options:

- Opportunities to offer alternative courses within the College or University
- Providing support for students to transfer to other providers, including transfer of credit and academic progress
- Where teaching cannot be completed or where none of the proposed options are acceptable to the student, the student may request a refund of all or part of paid fees depending on the amount of credit/academic progress achieved.

Details of how tuition fees are calculated in the event of discontinuation of studies are outlined in our Tuition Fees Policy.

Where students are in receipt of tuition fee loans from the Student Loans Company or a sponsor, any such refund will be transferred via the Student Loans Company or sponsor.

We recognise that there are a wide range of scenarios that may require specific arrangements for individuals or cohorts depending on the circumstances of the discontinued study and these will be dealt with on a case by case basis. Such arrangements may include (but are not limited to):

- Compensation for maintenance costs and lost time where it is not possible to preserve continuation of study.
- Compensation for tuition and maintenance costs where students have to transfer courses or provider.
- Commitments to honour student bursaries where students have to transfer courses or provider.
- Payment of additional travel costs for students affected by a change in the location of their course.

3 Higher Education Course Changes

It is expected that over time, course teams will need to make amendments to courses and modules, for example to implement enhancements identified by the course team, develop the curriculum based on latest subject based and pedagogic research, respond to feedback from students and external examiners, develop the curriculum on to reflect employer input, reflect changes in the external environment, developments in the subject area and incorporate changes required by accrediting bodies.

For all changes to Higher Education Courses or modules the University Course/Module amendment process is followed.

Where the changes affect current students and are considered material changes, the process will involve consultation with the affected students.

Documents Associated with this Policy:

External Documents:

- QAA UK Quality Code for Higher Education - [Chapter B8: Programme Monitoring and Review](#)
- UCLan Academic Regulations
- UCLan Course Developer's Guide
- UCLan process for withdrawal (discontinuation)/temporary suspension of courses (UCLan campuses)
- UCLan Course/Module amendment process



| Document History | | | |
|---|---------------------------|---|--|
| Author: | Assistant Principal HE | Ref and Document Version: | Higher Education Course Changes and Closures Policy and Procedure – V2 |
| Approval: | College Executive | Approval Date: | April 2018 |
| Review Date: | April 2020 | | |
| Publication: | Staff Intranet | | |
| Quality Assurance | | | |
| This Policy and Procedure maps to the following external quality assurance frameworks | | | |
| Framework | | Framework Section Reference(s) | |
| Common Inspection Framework MATRIX | | | |
| QAA | | QAA UK Quality Code for Higher Education - Chapter B8: Programme Monitoring and Review | |
| QIA | | | |
| SFA | | | |

All Myerscough College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation.

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

Safeguarding, Learner Protection and Prevent

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.