

# Guidance for Programme Title Change, Suspension and Closure

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## **Glossary**

APP	Academic Planning Panel
APR	Annual Provider Review
CMA	The Competition and Markets Authority
FQAEC	Faculty Quality Assurance and Enhancement Committee
LJMU	Liverpool John Moores University
ModCat	Module Catalogue
ProdCat	Product Catalogue
PSRB	Professional Statutory Regulatory Body
OfS	Office for Students
RPP	Recruitment Policy Panel
TEF	Teaching Excellence Framework

## Key Definitions

Please use the following terminology which is in line with the QAA and the University's Academic Framework.

Term	Also known as	What it means
<b>Academic standards</b>	Standards/ Threshold standards	Standards are the level of achievement that a student has to reach to gain an academic award (for example, a degree). For similar awards, the threshold level of achievement should be the same for any UK award. So an engineering degree from one university should reach the same level as it does in another university.
<b>Annual Provider Review</b>	APR	The University reports annually to the Board of Governors on Quality Assurance. The Board of Governors confirms to the Office for Students that they are satisfied that Quality is assured.
<b>Credit</b>		Credit is awarded after the successful achievement of learning outcomes has been demonstrated. There are 10 hours of learning activity per University credit at all levels.
<b>External Examiner</b>		External examiners are appointed from other universities to all taught programmes to ensure that academic standards are being maintained and are in line with other universities, and that assessment is being carried out fairly and equitably.
<b>Faculty / School / Department</b>		The University is structured into a number of Faculties and Schools/Departments. For the full University Structure, please see <a href="http://www.ljmu.ac.uk/about-us/structure">www.ljmu.ac.uk/about-us/structure</a>
<b>Information</b>	Public Information	This is any information published by a university or college about the higher education courses they offer or the resources they provide. It also includes any information in programme guides, prospectuses or on any

		public website.
<b>Intended Learning Outcomes</b>	Learning Outcomes	A description of what students should be able to do or demonstrate, in terms of particular knowledge and skills, by the end of each module and each level of their programme.
<b>Learning opportunities</b>	Quality (of Learning opportunities)	<p>Learning opportunities are everything a university or college provides in order to enable a student to achieve the level required to qualify for an award. This includes:</p> <ol style="list-style-type: none"> <li>1. The teaching that students receive on their programmes of study.</li> <li>2. The contribution students make to their own learning.</li> <li>3. The academic and personal support they receive which enable them to progress through their courses.</li> <li>4. Access to libraries.</li> <li>5. Access to online resources or a virtual learning environment.</li> </ol>
<b>Module</b>		<p>A programme is divided into levels and each level into a series of smaller units of study called modules.</p> <p>Core module – compulsory components of the programme.</p> <p>Optional module – modules that can be chosen from a specified group, in order to gain the credit required for the programme. The options that are available are agreed and confirmed within the programme specification.</p>
<b>Module proformas</b>	Module Specifications	Documents which provide key information on specific modules which make up a programme, including information on syllabus content, and how a module is taught and assessed.

<b>Office for Students</b>	OfS	Regulates English Higher Education providers on behalf of all students. Overseas a regulatory framework which explains how this is achieved <a href="https://www.officeforstudents.org.uk/advice-and-guidance/regulation/the-regulatory-framework-for-higher-education-in-england/">https://www.officeforstudents.org.uk/advice-and-guidance/regulation/the-regulatory-framework-for-higher-education-in-england/</a>
<b>Programme</b>		An approved course of study, comprising of modules (core and / or optional), that provides a coherent learning experience and leads to an award.
<b>Programme Specification</b>		A document containing specific information about an individual programme of study, about its intended learning outcomes and the means by which these outcomes are achieved and demonstrated.
<b>Teaching Excellence Framework</b>	TEF	In accordance with national requirements, the University submits a regular report to the Office for Students as part of the TEF reporting process. Further information available at: <a href="https://www.officeforstudents.org.uk/advice-and-guidance/teaching/what-is-the-tef/">https://www.officeforstudents.org.uk/advice-and-guidance/teaching/what-is-the-tef/</a>
<b>The UK Quality Code for Higher Education</b>	The Code	'The Code' articulates the fundamental principles that apply to higher education quality across the UK. The Code is based on three elements that together provide a reference point for effective quality assurance: 1: Expectations – for maintaining standards and managing quality. 2: Practices – Core Practices that must be demonstrated by all UK Higher Education providers and Common Practices that should underpin quality but are not regulatory requirements for providers in England. 3: Advice and Guidance- which helps to develop and maintain effective practice.

## Chapter 1: Introduction

### *Title Change/Suspension/Closure Processes*

1. This guidance outlines the processes associated with the Title Change, Suspension or Closure of validated programmes.
2. Academic Registry facilitates the processes in collaboration with Academic Planning and Information Services, and Faculties.

## Chapter 2: Definitions

3. The following definitions are used:
  - (1) Programme title is changed with/without remaining students.
  - (2) Programme is closed to recruitment with no remaining students.
  - (3) Programme undergoes periodic programme review and a new programme version is created.
  - (4) Recruitment to a programme is suspended with remaining students.
  - (5) Programme is closed to recruitment with remaining students.

A clear strategy is required to secure the quality of both the provision and the student experience where a programme is to be suspended or closed to recruitment, but with remaining students.

### *(1) Programme title is changed with/without remaining students.*

1. Where there is a proposal for a programme title change and awards have been conferred under the existing title, a new programme code will normally be created and the existing programme code will be closed. If there are no students on the existing programme, the closure process outlined in (2) below will be followed. If there are remaining students on the existing programme, the closure process outlined in (5) below will be followed.
2. If, in extraordinary circumstances, the new programme title is expected to over-write the existing programme title (and code) for current students, consent must be requested from all affected students and the outcomes appended to the proposal. All applicants should also be informed.
3. A hyperlink to the existing Programme Specification will be included in the proposal in order to demonstrate the continued congruence of the programme curriculum and content with the proposed new programme title.

*(2) Programme is closed to recruitment with no remaining students*

1. Where a programme is to be closed to recruitment and there are no students remaining, there will normally be no requirement to hold a suspension/closure meeting. The completed proposal will be considered for endorsement by the relevant Faculty Management Team. This will be forwarded to Academic Planning Panel for consideration.

*(3) Programme undergoes periodic programme review and a new programme version is required*

1. At the end of the standard University approval period programmes will undergo Periodic Programme Review. Academic Registry manage the validation and review schedule and initiate the process with programme teams.
2. The programme team will articulate how the programme continues to meet the University expectations of standards and quality as part of the self-evaluation that informs the periodic programme review process. It is expected that existing students will complete the extant version of the programme in line with the published Programme Specification. The periodic programme review process includes an opportunity to propose changes. These will only apply to students entering the programme from the next intake date. A successful periodic programme review will result in the ongoing approval of a programme of study. However, if any changes to the programme are approved through the periodic programme review process this will create a new version of the programme that will be separately specified under the existing programme code in order to provide clarity for students.

*(4) Recruitment to a programme is suspended with remaining students /*

*(5) Programme is closed to recruitment with remaining students*

1. When there is a proposal for a programme to be suspended or closed to recruitment, this should first be discussed by the relevant School/Department Management Team and then agreed at Faculty Management Team. It must be confirmed if the programme is to be closed to recruitment without the intention to seek approval for a new/replacement programme.
2. The Faculty Registrar will ensure that those involved in taking the closure forward are made aware of the proposal and will agree with the Quality Enhancement Officer/Quality Support Officer if it is necessary to convene

a programme suspension/closure meeting. The Quality Enhancement Officer/Quality Support Officer will be responsible for convening the meeting.

3. The Faculty Management Team (FMT) will seek assurances that a strategy has been developed and agreed to preserve the integrity and continuity of the existing students' education. This will be documented on the proposal form in order to provide the necessary evidence for FMT to endorse the proposal.

### **Chapter 3: Suspension/Closure Meeting**

#### *Purpose*

4. The function of the suspension/closure meeting is to confirm that the learning experience of continuing students on a suspended/closing programme has been appropriately considered and preserved. The Programme Leader will complete the proposal form in draft and share this with other members in advance of the meeting in order to inform discussions.

#### *Attendees*

5. Attendees at the suspension/closure meeting should include:
  - School Director/Head of Department or nominee (Chair).<sup>1</sup>
  - Programme Leader of the closing programme.
  - Student Representatives.
  - Faculty Registrar.
  - Quality Enhancement Officer/Quality Support Officer.
  - Representative from Student Recruitment and Admissions, where there are applicants for the programme.
6. For collaborative programmes additional attendees will be:
  - Link Tutor.
7. For degree apprenticeship programmes additional attendees will be:
  - Employer representatives.

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<sup>1</sup> Where other Schools/Departments contribute to programme delivery, the relevant Director of School/Head of Department (or nominee) will also be invited to attend.

8. The proposal form will direct the agenda of the meeting.
9. The outcomes will be recorded on the proposal form and will be subject to approval by the Chair. These will be shared with all members after the meeting.

#### *Externality*

10. Where a new programme version is proposed as part of a periodic programme review, the External Panel Member will provide an external perspective on the planned strategy to secure the quality of the experience for continuing students. Where recruitment to a programme is to be suspended or the programme is closed to recruitment during its validated period of approval, externality will be provided through normal quality management processes e.g. consultation regarding programme changes and annual reporting.

### **Chapter 4: Completed Title Change/Suspension/Closure Proformas**

#### *Approval process*

11. Where completed proposal forms have been confirmed by Directors of School/Heads of Department, they will be forwarded by the Director of School/Head of Department to the relevant Faculty Management Team(s).
12. Where other Schools/Departments contribute to programme delivery, their endorsement of the proposal will also be sought. The relevant Director of School/Head of Department and Executive Dean will be required to confirm their acceptance of the proposal on the form.
13. The Faculty Management Team (FMT) with ownership responsibility for the provision will consider the proposal for endorsement. In the case of programme closures, FMT should be assured that the exit strategy preserves the integrity and continuity of the existing students' education. Endorsed proposals will be forwarded to Academic Planning Panel for University consideration via the Faculty Registrar.

#### *Following University Approval*

14. Faculty Quality Assurance and Enhancement Committee/Collaborative Provision Panel (as appropriate) will note the outcomes of Academic Planning Panel.
15. The Executive Dean with ownership responsibility for the provision will formally notify any remaining students on the existing programme, providing an explanation for the suspension/closure, assurance that the integrity and

continuity of their education will be preserved and details of who to contact for further information.

16. Academic Planning and Information Services will record the “Last Admit Term” date on the programme record in the Student Information System. This will prevent any new applications to the existing programme after the agreed date.
17. Once all student records are closed off on the Student Information System, an automated alert will result in the removal of the Programme Specification from public view and removal of the programme from the list of “current” programmes in WebHub.
18. Where a new programme title has been created, Academic Planning and Information Services will create a new programme record in the Student Information System with the agreed “Effective Start Date”. Faculty Quality Assurance and Enhancement Committee will record and monitor an action for the existing Programme Specification to be copied, approved and published against the new programme record. The programme record will remain INACTIVE until such time that the new Programme Specification is published.

Appendix 1: Programme Title Change/Suspension/Closure Proforma

<b>Type of Request</b>	Delete as appropriate <b>Title Change</b> <b>Programme Suspension</b> <b>Programme Closure</b>
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**Programme Details**

<b>Existing Award and Programme title</b>	
<b>SIS code (and Plan if relevant)</b>	
<b>Proposed new Programme title (if applicable)</b>	<i>If awards have been conferred under the existing title a new programme code will be created.</i>
<b>Owning Faculty and School/Department</b>	
<b>Other School/Department(s) contributing to programme delivery</b>	
<b>Partner institution (if appropriate)</b>	

**Reasons for Title Change / Suspension / Closure of programme**

- *What is the reason / rationale for the title change and/or suspension/closure?*
- *How does this link to the University or Faculty's strategic plans*
- *Impact on the University portfolio*
- *For collaborative programmes, please confirm if the decision was made by the partner or Liverpool John Moores University.*

*Insert text here*

**Existing Students and Expected Duration of Delivery**

<b>Date of last intake to existing programme (if relevant)</b>	
<b>Expected final completion date for existing programme</b>	<i>Please take account in this section of part time students, any students on leave of absence, sandwich years, those with referral and deferral opportunities, and students who have accepted offers and are about to start the programme.</i>
<b>Date of first intake to new title changed programme (if relevant)</b>	

- Please include the number of students enrolled on existing programme, specifying their level of study.

Level	3	4	5	6	7
No. of students (inc LoA)					

- Are there any applicants currently under offer/who have submitted applications for the programme? (Please consult Admissions and Information Officer)

	Under Offer	Applicants (Not yet holding offers)
No. of students (highlight any deferrals)		

- How does this impact on the strategy for delivery of the ongoing programme?
- If the closure is the result of a title change and awards have not been conferred under the existing title, please confirm if you agree that the exiting title (and programme code) can be overwritten<sup>1</sup>.

Insert text here

### Other considerations

- Are there any linked programmes that will be impacted from the Title Change/ Suspension/Closure? Please consider;
  - If level 6 of the programme provides the Articulated Progression Route for a Foundation Degree.
  - Any linked recognitions / articulations
  - Shared modules taught on other programmes
  - Franchise programmes
- For collaborative programmes, are there contractual considerations?

Insert text here

## Communication

What discussions have taken place (or are planned) with key stakeholders, including:

- Continuing students
- Students who have accepted offers but not yet started the programme
- Student Administration
- Student Recruitment
- Marketing
- Committees
- Collaborative partners
- PSRBs
- International Relations
- Other teaching schools/departments

Insert text here

## Academic Quality Arrangements

External Examiner reports and engagement with the Continuous Monitoring and Enhancement process will be required until the last student has completed the existing programme.

- For title changes, please confirm if the existing examiner will be asked to examine on both programmes?
- How will Continuous Monitoring and Enhancement be managed?
- What are the planned external examining arrangements for the teaching out programme?

Insert text here

## Programme Changes

- Are any changes proposed to the existing programme for continuing students?
- For title changes, confirm that new title describes the content of the existing programme specification or outline here if any corresponding textual changes are required to the programme specification.
- Please note, any changes to the programme should be made in accordance with the agreed process as outlined in the Programme Amendment process

Insert text here

**For Title Changes, please provide a link to the existing Programme Specification**

Insert hyperlink here

## Strategy for supporting ongoing students

- *Provide details of strategies that will be used to manage the ongoing programme. Consideration should be given to:*
  - *Part time students/sandwich years/leave of absences*
  - *Teaching and assessment practices – e.g. parallel delivery, potentially smaller cohorts.*
  - *How will the programme maintain currency with the discipline?*
  - *Communication between students at different levels of study or on different versions of programmes.*
  - *Continued alignment with Liverpool John Moores University regulations and policies*
  - *PSRB accreditation (if appropriate)*
  - *Ongoing programme resources outside of teaching and assessment – e.g. for student support and guidance, PDP, monitoring of placement learning (if applicable), physical resources.*

*Insert text here*

## Owning School/Department and Faculty Endorsement

### SCHOOL/DEPARTMENT ACCEPTANCE OF PROGRAMME TITLE CHANGE/ CLOSURE/ SUSPENSION

Additional comments:

Chair signature and date:

### FACULTY ACCEPTANCE OF PROGRAMME TITLE CHANGE/ CLOSURE/ SUSPENSION

Additional comments:

Chair signature and date:

## **Additional School/Department and Faculty Endorsement**

<b>SCHOOL/DEPARTMENT ACCEPTANCE OF PROGRAMME TITLE CHANGE/ CLOSURE/ SUSPENSION</b>
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Additional comments:

Chair signature and date:

<b>FACULTY ACCEPTANCE OF PROGRAMME TITLE CHANGE/ CLOSURE/ SUSPENSION</b>
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Additional comments:

Chair signature and date: