

## **10B DISCONTINUATION OF AND WITHDRAWAL FROM PROVISION**

---

### **SCOPE**

- 10b.1 These procedures cover discontinuation of a programme / level of a programme, temporary suspension of recruitment to a programme / level of a programme and withdrawal by one or more academic partners from networked provision. They apply to all provision, including SQA awards, taught degree programmes and postgraduate research provision. They do not apply to modification scenarios as outlined in Section 10A.
- 10b.2 Academic Council has overall responsibility for ensuring that current students have the opportunity to complete their studies in the event of programme closure, and that the quality and standards of the programme are maintained. Faculty Board is responsible for ensuring that satisfactory arrangements are in place to support completing students, or others affected by the change and monitoring their implementation.

### **PROPOSALS FOR DISCONTINUATION OF OR WITHDRAWAL FROM PROVISION**

- 10b.3 A proposal to discontinue or withdraw from provision may be initiated by an academic partner, subject network or Faculty, and must be submitted by a member of senior management, using the relevant proforma. It is expected that the proposer will have consulted with staff and academic partners which may be affected prior to submitting a proposal.
- 10b.4 A proposal to discontinue or withdraw from provision must be supported by the following information:
- a. details of the proposed discontinuation / withdrawal, including whether temporary or permanent
  - b. the rationale for the proposed discontinuation / withdrawal
  - c. the proposed replacement or alternative provision (if any)
  - d. arrangements to be put in place for current students and applicants (where relevant)
  - e. impact on other provision (if any)
  - f. implications for human / physical resources in all affected academic partners
  - g. summary of consultation with all affected academic partners.
- 10b.5 Initial consideration of a proposal will be by the Dean of Faculty, who is responsible for ensuring that relevant parties have been consulted, and that implications are understood. Depending on the nature of the proposal, and the extent of prior consultation and consensus, it will be either:
- Approved by Faculty (by Chair's Action or through Faculty Board), or
  - Referred for further discussion until a consensus position is reached, and any further actions agreed.
- 10b.6 Approval will be subject to satisfactory arrangements being in place to mitigate any negative impact on students or applicants. It is essential that any current students are able to complete the programme of study for which they are registered.

### **TIMING**

- 10b.7 A proposal to discontinue or withdraw from provision should normally be submitted a full academic year in advance of the implementation date, to avoid making changes once the

application cycle is open. Where this is unavoidable, proposers will need to demonstrate that they have engaged with prospective and actual applicants to advise on their options.

## **NOTIFICATION FOLLOWING FACULTY APPROVAL**

10b.8 Following Faculty approval, the Faculty Officer is responsible for notifying:

- the proposer
- Partnership Planning Forum (PPF)
- UHI Marketing and Planning team
- UHI Admissions
- Student Records Office
- Subject Network Leader

And, if relevant:

- Academic partners affected by the change
- External examiner(s)
- HE Operations Manager (SQA)
- UHI Communications team
- External collaborative partner(s)
- Awarding body.

10b.9 The proposer is responsible for notifying:

- the programme leader / AP curriculum manager
- AP quality manager

And, if relevant:

- Current students
- Applicants / enquirers
- PSRB
- Placement providers
- External stakeholders.

## **MONITORING**

10b.10 The programme will require to be included in quality monitoring processes while there continue to be registered students, and a programme self-evaluation document submitted each year.