

UNIVERSITY OF LEICESTER

GUIDANCE ON THE SUSPENSION OR WITHDRAWAL OF PROGRAMMES

The University's procedures for the suspension or withdrawal of programmes are articulated in the [Code of Practice for the Development, Approval and Modification of Taught Provision](#) (paragraphs 70-76). These procedures are designed to ensure that the interests of students registered on a programme are protected and programmes which are being suspended/withdrawn are carefully managed, enabling the University to meet its obligations with respect to consumer protection law, the Office for Students and the requirements of the UK Quality Code for Higher Education. Final approval for the suspension or withdrawal of a programme is given by the Quality and Standards Sub-Committee (QSSC) and a report is made to the University Learning and Teaching Committee and Senate.

The Code of Practice requires a proposal to suspend or withdraw a programme to be approved by the relevant College Learning and Teaching Committee (CLTC) and QSSC. Approval may be given by Chair's action where necessary to ensure that there is timely notification to prospective students. A withdrawal/suspension form should be completed for each proposed withdrawal or suspension, the form is available [online](#).

Guidance on timescales, approval processes and actions required is given in the table below. Approval processes outlined below are based on the assumption that College Management Boards/College Business Group have endorsed the withdrawal or suspension of particular programmes so that stage of the process is not required and reflects the current requirements of institutional transformation.

Following the establishment of the regulatory framework for Higher Education the University may be required to notify the Office for Students of certain programme withdrawals where a subject are closed as a result of the withdrawal. It must be established with the Quality Office (<mailto:qualoffice@le.ac.uk>) if the requested withdrawal is a notifiable event.

Timescales

The key principle when withdrawing/suspending a programme is to ensure the withdrawal/suspension has been approved prior to the admission cycle starting for the affected intake so that the University does not need to withdraw offers. This is due to the University entering into a contract with students through the giving of an offer, if a course is withdrawn after this point the University would then have to pull out of this offer which may give rise to issues under CMA rules. For example, to remove a UG programme for 2019 entry it would need to be withdrawn by the start of that entry cycle, i.e. August 2018.

Type of Programme	Withdrawal or suspension	Indicative Timescale	Required documentation	Approval Process	Actions required
Full-time undergraduate degree programme	Withdrawal	Programme withdrawal form to be submitted no later than the end of June, 15 months ahead of the academic year the programme is being withdrawn for new entrants	Programme withdrawal form	College Approval QSSC By Chair's action	Programme information removed from prospectus/website Any applicants for (including deferrals) notified by end of July May be a reportable event to the OfS – check with the Quality Office
Full-time postgraduate degree programme	Withdrawal	Programme withdrawal form to be submitted no later than the end of June, 15 months ahead of the academic year the programme is being withdrawn for new entrants	Programme withdrawal form	College Approval QSSC By Chair's action	Possibility of a late withdrawal is dependent on the number of offers made/accepted Withdrawal of programme could be subject to challenge by prospective students so risks will need to be mitigated where possible Applicants will need to be notified by end of June May be a reportable event to the OfS – check with the Quality Office
Distance-learning programme	Withdrawal	Programme withdrawal form to be submitted – speak to Quality Office for advice on a timeline	Programme withdrawal form	College Approval QSSC By Chair's action	Programme information removed from prospectus/website May be a reportable event to the OfS – check with the Quality Office
Suspension of any programme	Suspension for new entrants to be used where consideration is being given to the closure of an academic unit to allow time for consultation	Programme suspension form to be submitted - speak to Quality Office for advice on a timeline	Programme suspension form	College Approval QSSC By Chair's action	Suspension of programme could be subject to challenge by prospective students so risks will need to be mitigated where possible Applicants will need to be notified by end of June May be a reportable event to the OfS – check with the Quality Office