

## **PROGRAMME WITHDRAWAL, SUSPENSION AND REINSTATEMENT GUIDANCE FOR MANAGING SCHOOL SCRUTINY PANELS 2019/20**

**Please note:** this guidance is aimed at those who support the processes and administration for School Scrutiny Panels (SSPs) e.g. panel secretaries and staff who support the management of academic programmes and modules.

### **PROGRAMME WITHDRAWAL AND SUSPENSION**

School Scrutiny Panels are responsible for the approving programme withdrawals and suspensions.

#### **1. Advance planning: Faculty Portfolio Plans**

Use the Faculty Portfolio Plans (FPPs) to organise and manage business for the SSP throughout the year as it will contain plans for programme withdrawal, suspension and reinstatement. FPPs are submitted to the University Education Committee and should then be updated as required throughout the year. The Faculty Student Experience Manager should have the most up to date copy.

#### **2. Programmes that are suspended for more than two years – automatic withdrawal**

The revised process is that programmes may only be suspended for two years, after which time the programme is automatically withdrawn.

#### **3. Managing programme records**

3.1 It is advisable to maintain a list of all programmes approved for withdrawal and suspension including the following information:

- (i) The date of approval.
- (ii) The date from which the withdrawal or suspension comes into effect, this means the date from which entry to the programme is withdrawn or suspended, it does not mean the date when marketing or recruitment activity stops, which could be earlier.
- (iii) For suspended programmes: the period of suspension and the latest reinstatement date for the programme taking into account the 2-year suspension limit. There should also be a record of the latest date by which approval for reinstatement can be approved.
- (iii) The expected length of the teach out period for both withdrawn and suspended programme. This should include the 'normal' completion date for students and the latest possible completion date to cover suspensions and repeat years, etc.
- (iv) The latest date when a suspended programme can be reinstated, **plus** the latest date by which an application for reinstatement can be submitted.

A template record with examples is suggested at Appendix 1.

#### 4. Notification of SSP decisions

4.1 It is essential that relevant staff across the University are informed of decisions to withdraw, suspend or reinstate a programme and it is the responsibility of the SSP secretary to notify staff within **five working days** of the SSP meeting and also before the deadline for approval as set out below. In practice, this may mean that notification is sent before minutes of the meeting are completed.

4.2 The deadlines for approval, including notification are:

- (i) 1<sup>st</sup> March, for a UG programme withdrawn or suspended with effect for entry from the following September, i.e. **1<sup>st</sup> March 2021 for entry withdrawal/suspension from September 2021.**
- (ii) 1<sup>st</sup> June, for a PG programme withdrawn or suspended with effect for entry from the following September, i.e. **1<sup>st</sup> June 2021 for entry/withdrawal/suspension from September 2021.**
- (iii) 1<sup>st</sup> March, for a UG programme to be reinstated in the academic session of the following calendar year, i.e. **1<sup>st</sup> March 2021 for reinstatement from September 2022.**
- (iv) 1<sup>st</sup> June, for a PG programme to be reinstated in the academic session of the following calendar year, e.g. **1<sup>st</sup> June 2021 for reinstatement from September 2022.**

Please see the guidance for each process for the deadlines for programmes that are not delivered according to the standard academic session, e.g. online programmes delivered with Kaplan Open Learning.

4.3 The following should be notified:

- (i) The programme leader and the proposal owner/lead contact if they are different to the programme leader. If there are conditions attached to the decision of the SSP these should be set out in the notification with details of how the conditions to be met, e.g. deadlines.
- (ii) Chair and Secretary of the Faculty AQSC/FEEAC – notifications should be reported for information at the next FAQSC/FEEAC meeting and recorded in the minutes.
- (iii) Chair and Secretary of the relevant Curriculum Board – this is to close the loop on the CB role in the process. It is good practice for such notifications to be reported for information to the next meeting of the Board and recorded in the minutes.
- (iv) Dean of School/Institute – for information, closing the loop on their role in the process.
- (v) AQSD: [aqsd@liverpool.ac.uk](mailto:aqsd@liverpool.ac.uk) – this is for information to relevant staff in AQSD and for reporting for information to the next AQSC meeting.
- (vi) SAS: Shirley Edge and SPIDER – this is for updating the student records system.

- (vii) External Relations (ER): Luisa Ainsworth, Emily Bell, Alicia Bethel, Ursula Callaghan, Mike Deyes, Michelle Goulding, Jude King, Laura Mallaber, Vikki Marshall, Ian Roberts, Tim Seamans, Julie Wilson; Student Recruitment (SR) – Robynne Morris and Stephen Davies – this is to ensure the recruitment and admissions teams are aware of dates from which entry to programmes will be withdrawn or suspended, and to enable marketing and communications teams to update promotional and marketing materials accordingly.
  - (viii) Strategic Planning: John Callaghan – this is to enable relevant University data systems and statutory returns data to be updated.
  - (ix) Joint Governing Board for programmes delivered with Kaplan: Lauren King – if applicable, notification will be to close the loop on the role of this Board in the process.
  - (x) Others who have been consulted in the process, e.g. staff from other contributing departments, schools or faculties.
  - (xi) Others as necessary for local requirements, e.g. professional services staff who manage the programme, academic staff with oversight of the programme.
- 4.4 The notification email should include a copy of the withdrawal, suspension or reinstatement application.
- 4.5 The date the withdrawal or suspension is effective from should be stated, particularly if the SSP has decided a different date of withdrawal/suspension from that in the application.
- 4.6 For programme suspensions and withdrawals, the deadline should be provided by which an application for reinstatement must be approved, together with known or estimated deadlines for preparing and submitting the relevant documentation.
- 4.7 For programme reinstatement, it should be clear what the commencement date for the programme will be (i.e. entry date for students).
- 4.8 If a programme reinstatement application is combined with a programme revalidation proposal to the University Approval Panel (UAP), the decision to reinstatement is provisional on approval of the programme and this should be stated in the notification.
- 4.9 If applicable, any conditions for approval must be set out with a deadline for completing them.
- 4.10 Where the SSP decision is to reject the application, the details of the decision must be clear, together with any conditions for resubmitting the application.

## **5. Template for SSP minutes**

A suggested template for recording programme withdrawals/suspension/reinstatement in the SSP minutes is available at Appendix 2.

**6. Programmes that fail to recruit and automatic suspension**

Further work with AQSD and central professional services is being done to identify the most effective means to identify programmes that have failed to recruit students and advice will be communicated in due course.