

Course Closure and Suspension Policy

POLICY DETAILS:

Date of approval	26 October 2022
Approving body	Academic Council
Supersedes	Course Closure Policy: December 2021
Date of EIA	June 2017
Date of next review	<i>See departmental schedule</i>
Author	Academic Quality Office
Responsible Executive Group area	Registrar and Secretary
Related policies and documents	Course Closure and Suspension Pro Forma Equality Impact Assessment
Benchmarking	UK Quality Code for Higher Education University of Glasgow

THE GLASGOW SCHOOL OF ART

COURSE CLOSURE AND SUSPENSION POLICY

1. Context and General Approach

- 1.1 It is important to ensure that each school course portfolio is current and that the closure and suspension of courses is managed accordingly. The policy offers an appropriate process for this.
- 1.2 Course closure and suspension shall be compatible with the UK Quality Code for Higher Education and the academic standards of GSA and the University of Glasgow.
- 1.3 A core aspect of the policy is that due account is taken of the academic interests of the student. The Programme Leader should discuss the implications of a course closure and suspension with relevant staff and students at the earliest opportunity.
- 1.4 The policy requires that Programme Leaders outline the steps which will be taken to protect the academic interests of all students currently on the course (including those who have taken leave of absence or who could potentially repeat the course). The policy also requires that the Programme Leader outlines how the quality of the learning experience will be maintained during the period in which the course is being closed or suspended.
- 1.9 Programme Leaders shall ensure that the current External Examiner(s) is consulted, where appropriate, on proposals to close or suspend courses.
- 1.5 GSA and Schools shall demonstrate their commitment to diversity and promoting equality by ensuring that due regard is given to the requirements of the Public Sector Equality Duty (PSED) in the implementation and application of this policy. Any potential for negative impact for students with protected characteristics should be considered, and action taken to remove or mitigate this impact.
- 1.6 Course closure results in the permanent cessation of a course, in contrast to suspension which is temporary. Once approved, suspended courses will not run for one academic session and will automatically revert back on stream the following academic session. If a longer suspension is sought, the process must be repeated for each academic session. A course can be suspended for a maximum of two academic sessions.

2. Rationale for Closure or Suspension

- 2.1 The following reasons may be regarded as sufficient cause for closing or suspending a course:
 - Outcome of programme monitoring or review;
 - Reduction in student demand;
 - The course is no longer financially viable;
 - Loss of expertise that cannot be replaced;

- Withdrawal of relevant accreditation;
- Changes in Memorandum of Agreement or other collaborative provision agreement;
- Any other reasons underpinned by analysis of Management Information.

3. Obtaining Approval

- 3.1 All Course closure and suspension proposals shall go to Boards of Studies, Programme Amendment and Course Approval and Amendment Committee (PACAAG) as a sub-group of Education Committee, and Academic Council for approval. Approved closures may also be reported to the GSA/University of Glasgow Joint Liaison Committee.
- 3.2 Board of Studies must be satisfied with the documentation before the proposer may submit the course closure or suspension to PACAAG for consideration.
- 3.3 Closures or suspension of a cross-School course:
- If a cross-School course is taken as a core course, the Board of Studies for all relevant¹ Schools must be satisfied with the documentation before submission to PACAAG; or
 - If a cross-School course is taken as an optional or elective course, only the Board of Studies for the School which delivers the course must be satisfied with the documentation before submission to PACAAG.



- 3.4 Agreement from the University of Glasgow, or any partner institution, shall be sought if the course being closed or suspended contributes to a programme taught jointly or if the course is delivered as part of a Service Teaching Agreement.
- 3.5 PACAAG, as a sub-group of Education Committee, shall be responsible for approving course closure and suspension in terms of academic matters, and recommending the closure or suspension to Academic Council. Academic Council shall require assurance that appropriate management and resourcing of the final student cohorts is arranged.
- 3.6 If the course being closed or suspended is a core course, confirmation will be required that it will be replaced with a suitable alternative for learning outcomes to be met.

4. Arrangements for Students Currently on the Course

- 4.1 Closure and suspension arrangements for courses with current students should normally be
-

¹ A School is considered relevant if the course is or could be taken by students in that School.

approved and communicated by the relevant School or Department before Semester one of the session preceding implementation.

- 4.2 Where the recommendation is to close or suspend the course and current students will be affected, the views of these students should be sought by the relevant school and included with the recommendation to PACAAG and Academic Council.
- 4.3 The School's proposed arrangements for students currently on the course to be closed or suspended (including those on a leave of absence from study) must confirm: that the standard of provision to current students will be maintained throughout their period of study; or that the learning outcomes of the course will still be achievable; that there are options to transfer to another course within the programme, if applicable.

5. Changes to GSA and University Publications/Marketing Materials

- 5.1 Once a course closure or suspension proposal has been accepted, the relevant School within GSA (and the University of Glasgow, if appropriate) must ensure that all necessary amendments are made to their student handbooks, publications and Web pages.

6. Timeline

- 6.1 The following timeline should be used as a guide for proposing course closures or suspensions. Programme Leaders are advised to contact the Academic Quality Office to request the exact deadlines for a specific academic session.

Academic Session prior to that of the intended closure or suspension:	
Semester 1 to Early Semester 2	Programme Leader develops proposal for course closure or suspension and submits the completed proposal to the relevant School's Board of Studies in Semester 2.
Semester 2 (at the latest)	Board of Studies convenes to review and approve proposals. Programme Leader makes any further amendments as required. Board of Studies submits approved proposals to PACAAG.
Semester 2 (standardly April)	PACAAG convenes to review and approve proposals. Programme Leader makes any further amendments as required.
End of Semester 2	Academic Quality Office confirms approval of the course closure or suspension and removes the course specification from the GSA website.
Academic session of the intended closure or suspension:	
Start of Semester 1 (of the following academic session)	For closures, the course is permanently closed and will no longer run.

	For suspensions, the course will be suspended for one academic session. The course will automatically be available the session following the suspension.
--	--

Annexes:

1. Course Closure and Suspension Pro Forma.