

Guidance for Course Closure/Suspension

Source of Proposal

Portfolio intensives – discussions may lead to the proposal of course closures/suspension within process.

Course Leader – will first need to discuss any proposals with their Academic Subject Manager and then seek approval from their Head of School.

Proposals should be submitted to Portfolio Oversight Group Secretary for presentation by the relevant Faculty POG member.

POG Decision

Approved

Closure - the Faculty will be informed and an e-mail request sent to the QAE team to request the course closure plan.

Suspension – the Faculty will be informed and an e-mail request to update records sent to QAE.

Referred - feedback given to proposer for further comment.

Creation of Course Closure Plan

Once POG have approved the request, the Course Leader is required to complete a course closure plan.

The completed Course Closure Action Plan is presented to the next appropriate Faculty Quality and Assurance Committee ('FQAC'), for consideration.

QAE send the FQAC approved Course Closure Action Plan to POG for final approval.

When POG have approved, the QAE team will notify Strategic Leads Amendment Group.

Monitoring of Plan

Partner related Course Closure plans are monitored through PQSC.

All other plans are monitored through FQAC.