

## GUIDANCE ON PROGRAMME SUSPENSION

### 1. Planning for programme suspension

- 1.1 Decisions to suspend a programme should be taken as part of the overall planning and management of the portfolio of provision. This should be done as early as possible and in advance of obtaining formal approval for the suspension.
- 1.2 A programme may be suspended for a maximum of two calendar years from the date from which entry on the programme is suspended.

### 2. Approval route for suspension proposal:

- 2.1 Complete the **Programme Suspension Application** form and submit to the following below.
- 2.2 **Joint Governing Board** for endorsement if applicable. This is to ensure scrutiny of the proposal against strategic objectives for online programmes delivered with Kaplan Open Learning (KOL). This Board has the authority to reject the proposal and require the programme to continue to run, or to be withdrawn instead of suspended; such decisions will normally be made in consultation with the relevant Dean of School or Institute (see below). The Board is responsible for notifying all stakeholders of the decision.
- 2.3 **Curriculum Board** for endorsement. CB may initiate the proposal, or receive it as a proposal from the relevant Board of Studies. If the Board does not support the proposal, it should set out its reasons for consideration by the SSP.
- 2.4 **Dean of Level 2 School or Institute** for endorsement. This is to ensure all relevant financial and resource implications have been considered and are supported by the budget holder, and to ensure there has been appropriate consultation within the School in relation to proposals that impact upon other Departments/Schools across the School/Institute. If the Dean of School/Institute does not support the proposal, s/he has authority to require that the programme should continue to run and the suspension application will end at this point. The Dean of School/Institute does not have authority to withdraw the programme, but if s/he favours withdrawal over suspension s/he should set out their position as a recommendation for the SSP.
- 2.5 **Faculty senior management team** for endorsement. This is to ensure that Faculty strategic requirements have been taken into account, to facilitate management of the Faculty portfolio of provision, and to ensure there has been appropriate consultation within the Faculty and with other Faculties where there are proposals that impact across more than one School, or Institute or Faculty. If the Faculty senior management does not support the proposal, it should set out its reasons for consideration by the SSP.
- 2.6 **School Scrutiny Panel** for approval. The SSP will assure itself that all relevant stakeholders have been consulted and, based on this consultation, will confirm the decision to approve or reject the application.

- 2.7 Each of the above should record their decision and reasons/conditions (if applicable) in the suspension application form.

### 3. Deadlines for suspension approval

- 3.1 Proposals to suspend a programme must be **approved and notified to stakeholders** by the deadlines set out below. This means completing the approval process above, all the consultations inherent in the process and notification of the decision before the deadlines below. The deadlines below represent the latest dates by which proposals may be approved and notified, it is good practice to complete the process earlier than the deadlines where possible.
- 3.2 The deadline for **undergraduate programmes** is **1<sup>st</sup> March**<sup>1</sup> for entry to the programme to be suspended with effect from the start of the next academic session.
- 3.3 The deadline for **postgraduate programmes** is **1<sup>st</sup> June**<sup>1</sup> for entry to the programme to be suspended with effect from the start of the next academic session.
- 3.4 For programmes that do not follow the standard calendar year, the deadlines are as follows:
- (i) For a **January** intake, the deadline is **1<sup>st</sup> October**<sup>2</sup> in the preceding calendar year.
  - (ii) For a **February** intake, the deadline is **1<sup>st</sup> November**<sup>2</sup> in the preceding calendar year.
  - (iii) For a **March** intake, the deadline is **1<sup>st</sup> December**<sup>2</sup> in the preceding calendar year.
  - (iv) For an **April** intake, the deadline is **2<sup>nd</sup> January**<sup>2</sup> in the same calendar year.
  - (v) For a **May** intake, the deadline is **1<sup>st</sup> February**<sup>2</sup> in the same calendar year.
  - (vi) For a **June** intake, the deadline is **1<sup>st</sup> March**<sup>2</sup> in the same calendar year.
  - (vii) For a **July** intake, the deadline is **1<sup>st</sup> April**<sup>2</sup> in the same calendar year.
  - (viii) For an **August** intake, the deadline is **1<sup>st</sup> May**<sup>2</sup> in the same calendar year.
  - (ix) For a **September** intake, the deadline is **1<sup>st</sup> June**<sup>2</sup> in the same calendar year.
  - (x) For an **October** intake, the deadline is **1<sup>st</sup> July**<sup>2</sup> in the same calendar year.
  - (xi) For a **November** intake, the deadline is **1<sup>st</sup> August**<sup>3</sup> in the same calendar year.
  - (xii) For a **December** intake, the deadline is **1<sup>st</sup> September**<sup>3</sup> in the same calendar year.

---

<sup>1</sup> Or the next working day where 1<sup>st</sup> March or 1<sup>st</sup> June fall on a Saturday or Sunday.

<sup>2</sup> Or the next working day where the 1<sup>st</sup> of the months falls on a Saturday, Sunday or Bank Holiday.

The deadlines above apply to **online programmes delivered with (Kaplan Open Learning) KOL** and other postgraduate provision that do not have intakes at the beginning of an academic session.

- 3.5 If the above deadlines are missed, it means that the programme will need to be delivered at the next intake and suspension may be considered for the intake after that.

## 4. Other routes to programme suspension

- 4.1 At the start of an academic session a programme that has recruited zero students will be automatically suspended; the two-year suspension period will commence from the start date of the academic session. This will **not** apply to subject components in Combined Degrees: minor (25%), joint (50%) and major (75%), and integrated master's programmes.
- 4.2 At the start date for an intake that is outside the academic session, a programme that has recruited zero students will be automatically suspended; the two-year suspension period will commence from the intake start date.<sup>3</sup>
- 4.3 An online programme delivered with Kaplan will be automatically suspended if it has recruited zero students for three consecutive intake points; the two-year suspension period will commence from the start date of the third intake.<sup>3</sup>
- 4.4 Where a School Scrutiny Panel rejects a proposal to withdraw a programme and decides, instead, that it should be suspended, the date of effect of the programme suspension will be as determined by the SSP.

## 5. Notification of suspension

- 5.1 The School Scrutiny Panel that confirms approval of a programme suspension is responsible for ensuring that all stakeholders are informed of the decision. Notification should be sent to the relevant parties as soon as possible after the decision to approve suspension and no later than five working days after it. This is subject to all notifications being received by the deadlines set out in s.3 above.
- 5.2 The SSP shall notify all stakeholders when a programme is suspended because it has recruited zero students (see 4.1, 4.2 and 4.3 above). Notification should be made as soon as possible, but in any case no later than five working days after Chair's Action to confirm the suspension.
- 5.3 Where a proposal for programme withdrawal is rejected and the decision is that it should be suspended instead (see 4.4 above) the SSP shall notify all stakeholders no later than five working days after the decision.
- 5.4 Stakeholders who should be notified of programme suspensions include:
- The programme leader
  - The proposal owner/lead contact (if different from the programme leader)

---

<sup>3</sup> Chair's Action, on behalf of SSP, will be required to confirm the suspension of such programmes following consultation/discussion with relevant stakeholders and to ensure it is appropriate to suspend the programme.

- The Chair and Secretary of Faculty AQSC/EEAC
- Chair and Secretary of relevant Curriculum Board
- Dean of School/Institute
- Faculty SMT contact
- AQSD: [aqsd@liverpool.ac.uk](mailto:aqsd@liverpool.ac.uk)

SAS:

- Banner team

External Relations – Marketing

- Emily Bell
- Mike Deyes
- Michelle Goulding
- Laura Mallaber
- Layla McGuirk
- Tim Seamans

Student Recruitment, Admissions and Widening Participation – Admissions

- Alicia Bethel
- Ursula Callaghan
- Stephen Davies
- Jude King
- Luisa Lovering
- Robyn Morris
- Vikki Marshall
- Ian Roberts
- Julie Wilson

Strategic Planning:

- John Callaghan
- Joint Governing Board for programmes delivered with Kaplan (if applicable): Lauren King
- Others, not covered above, who have been consulted in the process, e.g. staff from other contributing Departments, School, Institutes or Faculties

Others as necessary under local requirements.

## 6. Reinstatement of suspended programmes

- 6.1 A programme should only be suspended where there is a clear plan to reinstate it within two years of the date of suspension; further to this, the School Scrutiny Panel that approves the suspension will be responsible for issuing prompts and reminders to initiate preparation of the application for programme reinstatement and the necessary marketing and recruitment activity.
- 6.2 If there are no proposed changes to a programme, an application can be made to reinstate a programme if the date for reinstatement is no more than two years after the date the suspension of the programme was effective. In such cases, the decision to approve reinstatement will be based solely on the case presented for consideration in the Programme Reinstatement Application form.

For further details, please see the Guidance on Programme Reinstatement.

## 7. Exceeding the maximum suspension period

- 7.1 The maximum suspension period is two calendar years from the date that entry onto the programme was suspended. If reinstatement of the programme has not been approved within the two years, the programme will be automatically withdrawn when the suspension period expires.
- 7.2 The School Scrutiny Panel will notify all relevant parties when a suspended programme is automatically withdrawn.
- 7.3 Once a suspended programme is withdrawn, any proposal to reinstate the programme should follow the requirements for reinstating withdrawn programmes.

For further details, please see the Guidance on Programme Reinstatement.

## **8. Exemptions from the programme suspension process**

Where circumstances require exemption from all or any part of the requirements set out above, a case for exemption should be submitted to the PVC for Education via AQSD. Generally, exemption will only be granted for exceptional or unforeseen circumstances.