



## Course Closure Policy and Procedure

### 1. INTRODUCTION

This policy has been written to secure the interests of current and prospective students and Norland in the event of a programme or course closure. It should be read alongside the Student Protection Plan, which outlines the steps Norland will take to safeguard the interests of current students at the time of course closure.

### 2. POLICY

Where there are no students registered on the programme being closed or suspended, there are no applicants who have accepted offers on the course, and there is no other impact from the closure, a written recommendation signed by the Vice Principal, Head of Learning, Teaching and Research to close or suspend a course will be automatically accepted on behalf of the Academic Board.

In all other cases, the recommendation to close or suspend a programme must cover the following areas:

- The rationale for closure or suspension
- The proposed arrangements for students currently registered on the course
- The proposed arrangements for applicants who have accepted offers of a place on the course.

The Academic Board will only accept the recommendation if the rationale is sufficiently strong to justify the disruption to students and applicants, and if the arrangements for students and applicants satisfy the requirements set out below.

#### **Conditions under which a programme may close**

The following may be regarded as sufficient cause for closing or suspending a programme:

- The demand for the programme is too small to cover the cost of delivery.
- Staff involved in teaching the programme are temporarily or permanently unavailable and it is unduly difficult or impossible to replace them.
- External bodies (such as professional, statutory and regulatory bodies) make changes that lead to a recommendation to close or suspend the programme.
- Updating of the curriculum has led to a change in the range of programmes Norland wishes to provide.
- A new programme has been validated to replace the programme suggested for closure.

Where Norland seeks to close a financially viable, successful, or strategically important programme for any reason, the recommendation should only be submitted to the Academic Board after the Vice Principal, Head of Learning, Teaching and Research has discussed and documented the proposed course of action with the Senior Leadership Team.

#### **Arrangements for current students**



Where the recommendation is to close or suspend the programme to new entrants only then current students must be allowed to complete their designated period of registration on the programme unless they give their explicit written consent to the contrary. Such consent must not be sought until a closure or suspension recommendation has been agreed by the Academic Board.

Where the recommendation is to close or suspend the programme and current students will be affected, the views of current students on the proposed arrangements should be sought and included with the recommendation to the Academic Board.

Norland's proposed arrangements for students currently registered on the programme (including those whose registration is suspended but have not yet completed the programme) must include the following:

- Confirmation that the standard of provision to current students will be maintained throughout their period of registration.
- Confirmation that the previously stated learning outcomes of the programme will still be achievable by current students, even if the range of module choices is smaller because of staffing reductions.
- Options for current students in regard to transferring to another programme within Norland or to another institution.

### **Arrangements for prospective students**

All communications with applicants on these matters must be undertaken by the Admissions Team. Applicants who have accepted offers should not be contacted until a closure/suspension recommendation has been accepted on behalf of the Academic Board. These applicants should then be informed of their options in regard to transferring their application to another programme within Norland or to another institution.

Applicants who have been made offers, but have not yet accepted them, may however be contacted at an earlier stage to be informed that a closure/suspension recommendation has been made. Such applicants should be told that the offer of a place is suspended until a decision has been made and will be withdrawn if the recommendation is accepted. UCAS should be notified when the closure/suspension recommendation has been accepted on behalf of the Academic Board.

Once a closure/suspension recommendation has been accepted, Norland must ensure all necessary amendments are made to publications and the website.

### **3. ROLES AND RESPONSIBILITIES**

The recommendation to close or suspend a programme must be made by the Vice Principal, Head of Learning, Teaching and Research to the Academic Board.

*[NB: The table below should be completed by the document owner and attached to every Policy Document.]*



<b>Document Control Information</b>	
<b>Policy title:</b>	Course Closure Policy and Procedure
<b>Summary description:</b>	This policy and procedure explains the steps to be taken in the event of Norland closing a course
<b>Relates to staff/ student (include Set), NQN or Norlander:</b>	Applicants Students Staff
<b>Version number (e.g. V1.0/EB/DD-MM-YY):</b>	V6.0/EM/17-02-26
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<b>Housekeeping updates only:</b>	Amendments to job titles
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<b>Related Norland documents:</b>	Student Protection Plan
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