

## **The Cornwall College Group (TCCG)**

### **Higher Education Programme Changes and Closure Policy and Procedure**

#### **1. Policy**

##### **Introduction**

At The Cornwall College Group higher education programmes and modules are regularly reviewed and updated to reflect the changing nature of the subject. In exceptional circumstances, a course or programme may cease to exist or the Group may no longer be able to teach a programme or an aspect of a programme to a specific group of students. Major changes or closures of programmes of study are the exception and not the norm, but this policy describes the process to follow in order to demonstrate good practice when informing and assuring students how their interests are protected in the event of course change and closure, and helping them to make appropriate choices.

##### **Circumstances leading to major change or closure of a programme**

TCCG makes all reasonable efforts to deliver the programmes of study described in all publications, however, TCCG may in some circumstances be required to:

- Make reasonable variations to the content and/or syllabus of programmes of study;
- Alter the timetable, location, number of classes and/or method of delivery of programmes of study and methods and timings of assessments, provided such alterations are reasonable and necessary;
- Make reasonable changes to its statutes, ordinances, regulations, policies and procedures; and/or combine programmes of study;
- Suspend, discontinue or not provide programmes of study.

TCCG may be required to take the actions outlined above in the following circumstances and/or for the following reasons:

- If TCCG reasonably considers this to be necessary in order to appropriately manage its resources and/or pursue its policy of continuous improvement in the best interests of students;
- Because a key member of staff is unwell or leaves TCCG and/or because too few students apply to join a programme for it to be viable;
- Due to developments in theories or practices in academic, professional and/or research areas, which will be in the interests of students;
- To comply with changes in law or comply with the instructions of the awarding university or a professional body;
- In order to implement enhancements recommended by TCCG's External Examiners or identified through quality assurance processes, for example Annual Programme Review;

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- To respond to any changes in external funding arrangements; and/or to ensure compliance with best practice in the sector in the interests of students.

If the TCCG invokes its right to make changes in accordance with the above, it shall take all reasonable steps to notify the affected students and minimise any disruption to their studies.

In the unlikely event that TCCG or the awarding university or organisation discontinues or does not provide a programme of study or significantly changes the content or syllabus of a programme, method of delivery or method of assessment of a programme or the location at which a programme is taught, (in each case either before or after a programme begins):

- TCCG will consider and implement any mitigation measures it concludes are reasonable and proportionate in the relevant circumstances, to minimise any disruption to students' studies;
- TCCG will tell the relevant individuals at the earliest possible opportunity;
- TCCG will seek to offer the individual a suitable replacement programme at TCCG for which the individual is qualified (and subject to the individual student meeting relevant conditions for the programme);
- If the individual does not wish to accept TCCG's offer of a replacement programme or TCCG is unable to offer a replacement programme, an individual will be entitled to withdraw: (i) his or her application; or (ii) from the programme (as appropriate) by notifying TCCG in writing;
- In the event that the individual student withdraws in these circumstances, TCCG will make an appropriate refund of tuition fees and deposits paid.

## **2. Procedure**

### **2.1 Purpose**

To ensure that major changes to higher education programmes, including the closure of a programme, are carried out in such a way that affected students are kept fully informed from the earliest possible stage, in order to ensure that their interests are protected.

### **2.2 Applies to:**

All TCCG higher education programmes.

### **2.3 Responsibilities**

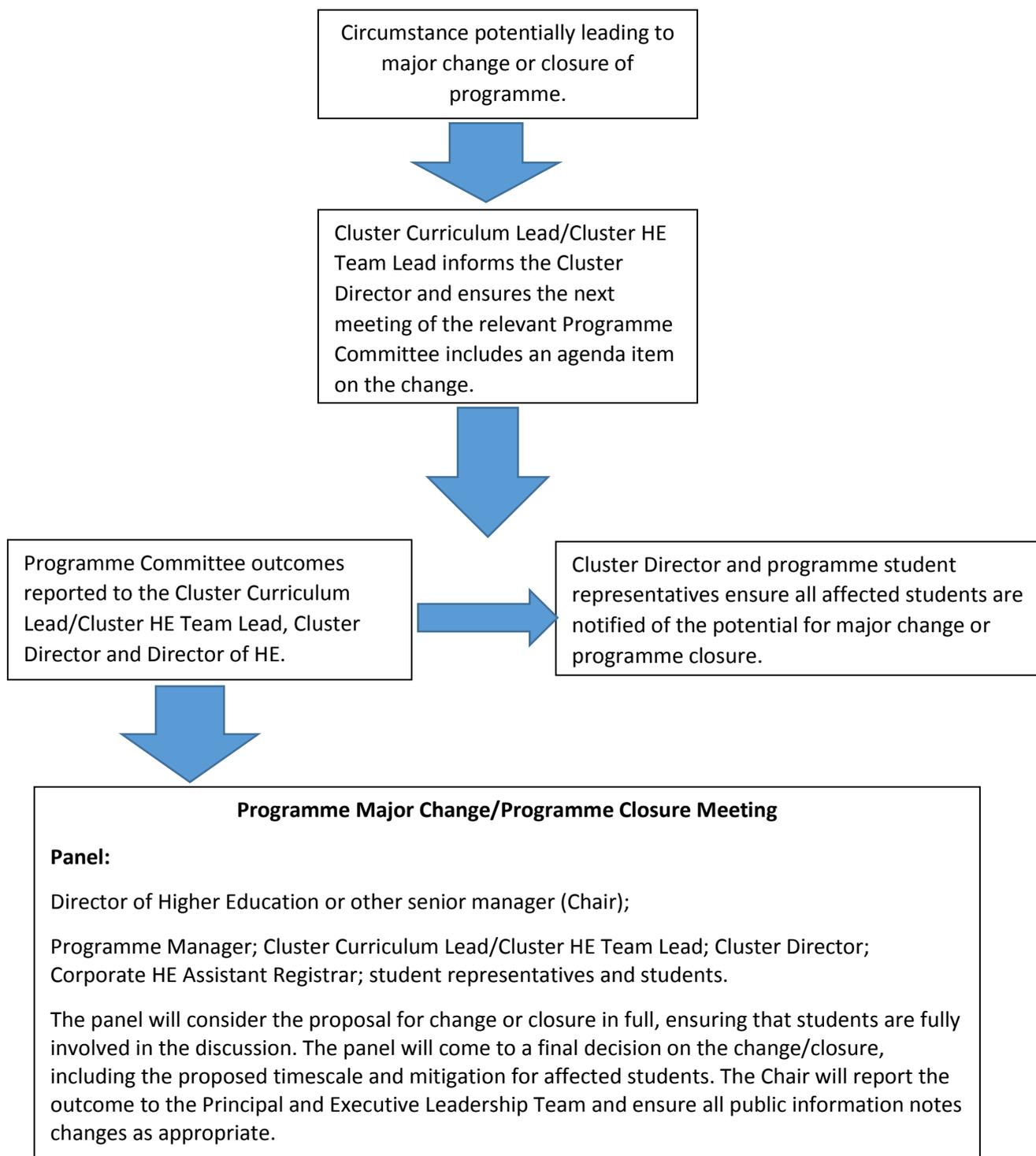
**Director of Higher Education:** for maintaining effective oversight of major changes and closure to higher education programmes and reporting those changes to the Executive Leadership Team as appropriate;

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**Directors of Clusters:** for ensuring that the correct procedure is followed regarding programme change or closure and informing the Director of Higher Education as soon as practicable of any such changes in his/her cluster.

## 2.4 Processes and Documentation

If any of the circumstances noted in the above policy might lead to major changes to, or closure of, a higher education programme at TCCG, the following process must be followed:



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## **2.5 Related Documents and Data**

HE Terms and Conditions

### **Programme Major Change/Programme Closure Meeting Agenda:**

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|--|----------|
| 1. Introductions and purpose of the meeting            | Chair    |
| 2. Proposal for major change/programme closure         | CD/TL    |
| 3. Student feedback                                    | Students |
| 4. Arrangements for existing students*                 | CD/TL    |
| 5. Arrangements for students in the event of referral* | CD/TL    |
| 6. Public information implications                     | CD/TL    |
| 7. Discussion and decision                             | Chair    |
| 8. AOB   |          |

\* If a programme can no longer be offered, arrangements need to be made for existing students to be provided with suitable alternatives so that the student is enabled to learn and achieve until the end of their programme.