



1. Principles

- 1.1 As part of our commitment to Teaching Excellence and Continuous Improvement we encourage ongoing reviews of our academic provision. This means that we need to have effective and robust ways to make changes to modules and courses. As part of our ongoing review, we may decide to suspend delivery of a course or close a course. This policy explains the way module and course amendments are made, and how we suspend and close courses. Unless otherwise specified, this process applies to Regent's University London provision delivered by any of our collaborative partners.
- 1.2 To ensure we respect our students' rights as consumers, the processes explained below take appropriate account of:
 - a. [Competition and Markets Authority UK Higher Education Providers - Advice on Consumer Protection Law](#)
 - b. [Office for Students Regulatory Framework for Higher Education in England](#).
 - c. Our [Student Protection Plan](#)
 - d. Our [Terms and Conditions](#).
- 1.3 Once approved, courses and modules cannot be changed without formal consideration, usually by a Curriculum Panel. The Quality Office holds approved module and course specifications, including information about the current version number.
- 1.4 The process for proposing an amendment to a course or module is explained below, as well as suspending, and/or closing a course. However, in high-risk or particularly complicated circumstances, we may adapt our approach to effectively manage relevant interests.
- 1.5 The applicability of this Policy under the University's Collaborative Provision arrangements is detailed in Schedule A.
- 1.6 Any designated role (e.g. Head of School or Director of Programme) will be taken to include 'or nominee'.

2. Definitions

- 2.1 Module Amendment is any change to the approved Module Specification. Except for updates made to the resource list, amendments to Module Specifications can only be made through a Curriculum Panel (see below).
- 2.2 Course Amendment is any change to the approved Course Specification. Amendments to Course Specifications are classified as minor or major:
 - a. Minor Course Amendments are changes to a course that are unlikely to significantly impact an applicant's decision to accept a study offer or do not change the material information an applicant already has about the course. Such changes include amendments to course aims, and the addition of optional modules. Minor Course Amendments are considered by a Curriculum Panel (see below). However, the combined effect of multiple Minor Course Amendments may result in a validation (either full or light touch).
 - b. Major Course Amendments are changes to a course that may or would impact an applicant's decision to accept a study offer or that change the material information an applicant already has about the course. Such changes include all changes other than Minor Course Amendments, including to learning outcomes, course or award title, available awards, learning and teaching methods, assessment methods, delivery location, changes to core or compulsory modules being offered, and a

change in Professional and Statutory Regulatory Body (PSRB) recognition. Major Course Amendments are considered at a revalidation event (either full or light touch).

- 2.3 Course Suspension means we are not recruiting new students to a course – usually for the whole of the next academic year. Students already on the course will not be impacted. We may choose to accept direct entrance students on a case-by-case basis. At the end of the year of suspension, the course will be reviewed to either re-open it to new students or close it.
- 2.4 Course Closure means we are not recruiting new students to a course. Students on the course already will be 'taught out'.
- 2.5 'Teach out' happens for students on a course that is closing. Students on a course being taught out can usually expect to receive teaching, learning and assessment according to their expected course end date and maximum period of registration. If teach out is not possible, we will offer students the opportunity to transfer to another Regent's University London course or transfer to another provider.

3. Curriculum Panel

Step One – Eligibility

- 3.1 If a course is due for revalidation within twelve months or has been validated/revalidated in the last twelve months prior to the Curriculum Panel, changes will not normally be approved unless the Curriculum Panel is satisfied that the change is crucial to the course.

Step Two – Consultation

- 3.2 Prior to submitting a proposed change to a course(s) or module(s), the relevant Director of Programme must ensure that students enrolled on those courses and modules are consulted on the changes and that the consultation is formally recorded. Consultation should take place even if the proposed amendment(s) do not affect a current cohort studying on the course. Discussion with students should focus on the reasons behind the changes, information about potential negative implications, and the proposed date of implementation. The consultation can take place through focus groups with student representatives or by email.
- 3.3 The Director of Programme should also seek approval from the relevant External Examiner(s) for the module(s)/course(s), industry representatives, and the Head of Academic Resources and Strategy. Where an External Examiner has yet to be appointed, external panellists from the initial validation event can be approached for consultation.

Step Three – Documentation Submission

- 3.4 The following should be submitted to the [Quality Office](#) no later than 10 calendar days before the Curriculum Panel meeting (as relevant):
 - a. The completed Curriculum Panel proposal form.
 - b. Course Specification with proposed amendments noted using tracked changes.
 - c. Module Specification with proposed amendments noted using tracked changes.
 - d. Module Withdrawal proposal form.

Step Four – Curriculum Panel

- 3.5 The role of Curriculum Panel is to apply a fair, robust, and transparent process to decide whether to approve course and/or module changes. It has a dual role to academically review new course proposals, requests for course suspension and course closure. The Curriculum Panel meets monthly, with all amendments for implementation in the following academic year to be fully approved by May of the preceding year. Exceptionally, amendments may be made in-year where there is a clear rationale and if not making a change would disadvantage students. Students must be consulted and agree mid-year changes.
- 3.6 Membership of the Curriculum Panel comprises:
- Associate Provost, Learning and Teaching (Chair)
 - Head of Schools of Arts and Culture and Psychotherapy and Psychology
 - Head of School of Business
 - Head of School of Law
 - Two Directors of Programmes from each School will be nominated to form a pool of Directors. One Director from each School within the pool will be designated a standing member.
 - A student representative nominated by the Students' Union
 - Head of Registry
 - Head of Academic Resources and Strategy
 - Director of Marketing and Communications
 - Director: Collaborative Provision and Study Abroad.
- 3.7 As necessary, a Deputy Chair will be identified from amongst the Heads of School where they have no conflict of interest with the business of that panel meeting. The Deputy Chair may stand in for the Chair when they are not available.
- 3.8 For a Curriculum Panel to be quorate, the following members must be present throughout the meeting:
- Chair/Deputy Chair
 - Two standing member Directors of Programme (or their nominated alternate from within the pool)
 - Head of Registry
 - Head of Academic Resources and Strategy.
- 3.9 A member of the Quality Team will be present at Curriculum Panel meetings to act as Clerk and provide advice to the Panel. The Clerk does not form part of the membership of the Panel or contribute to quoracy.
- 3.10 The following are required to attend Curriculum Panels dependent upon business of the Panel:
- A representative of the course/module team to present the proposal and respond to any questions.
- 3.11 The following may observe Curriculum Panels at the invitation of the Chair:
- Director(s) of Programme of any course/module being developed to present at a later Curriculum Panel for formal approval
 - Co-opted attendees (as required by the Panel)
 - relevant Student Experience Officer(s).

- 3.12 Curriculum Panels carry out three functions:
- a. Academically review new course proposals
 - i. Proposed by Course Teams using the required form (supported by a Vice-Chancellor's Executive Team (VCET) approved business case)
 - ii. Referred to the Panel by VCET for academic input where the proposal arises due to strategic need.
 - b. Academically review proposals for course closures and suspensions (whether VCET or course team led) using the required form, to ensure academic considerations have been resolved and teach out plans would be viable, to allow VCET to make a fully informed decision.
 - c. Review proposals for course and module changes (whether VCET or course team led), including:
 - i. Relative to agreed curriculum models. The Panel has delegated authority to approve a variation where merited.
 - ii. Making recommendations to VCET as requested regarding impact of deviation from agreed curriculum models.
 - iii. Where there is additional resource requirement, prior to VCET budget approval. Where there is no additional resource requirement, the Panel has delegated authority to approve the amendment.
- 3.13 To carry out the above functions, the Curriculum Panel considers the criteria and requirements as set out in the [QAA Quality Code](#) and the [OfS Regulatory Framework for Higher Education in England](#). Curriculum Panels consider whether the proposal is (as relevant):
- a. supported by a clear rationale
 - b. maintains academic standards
 - c. enhances the integrity of the module/course
 - d. enhances the student experience
 - e. a significant change to the original course
 - f. likely to impact other modules and/or courses
 - g. compliant with CMA requirements.

Step five – Post-Curriculum Panel

- 3.14 Curriculum Panel decisions are communicated by the Quality Office, including any actions for completion. Where no further changes are required to a module or course, the Quality Office will share the final specifications. Where further changes are required, the Quality Office will monitor progress. When actions have been satisfactorily completed, the Quality Office will share the final specifications.
- 3.15 Finalised specifications and/or Panel decisions are circulated for action as follows:
- a. Director of Programme/Course Leader: to inform students (at the earliest opportunity) of the approved changes, suspension or closure, details of the implementation date, and any important implications for students already enrolled on the course, e.g., transitional arrangements or teach-out plans.
 - b. BIDS and Student Records teams: to update SITS as necessary.
 - c. Admissions team: to communicate with current applicants and update UCAS as necessary.
 - d. Customer and Commercial team: to update web and other marketing information.
 - e. Quality team: to inform external examiners and (as necessary) external organisations such as Professional, Statutory and Regulatory Bodies (PSRBs).

- 3.16 The notes of Curriculum Panel meetings are reported to the next available Learning, Teaching and Student Experience Committee and Quality Committee meetings. A summary of Panel activity is included in the annual Quality and Standards report.

4. Course Suspension

- 4.1 We regularly review and update our modules and courses to make sure they are current, incorporate good practice, and take appropriate account of stakeholder views. As a result, we may suspend a course because:
- a. There are not enough applicants to ensure a high-quality student experience.
 - b. There are not enough applicants to make it cost-effective.
 - c. The outcome of a continuous improvement planning review requires it to be suspended. Or there are concerns about the quality and academic standards of a course.
 - d. Conditions arising from a (re)validation have not been completed in time for the course to be approved.
 - e. Lack of staff availability (permanent or fixed term).
 - f. Changes required by an external organisation means we must suspend a course.
 - g. A course is being replaced.
 - h. Changed strategic priorities require suspension of a course.
 - i. A collaborative partner is closing.
- 4.2 Following initial scrutiny by the Curriculum Panel, the final decision to suspend a course is made by VCET and reported to the Academic Committee. Courses should make requests for suspension allowing enough time for discussion and/or communication with stakeholders. Courses and/or partner organisations are not allowed to suspend a course without VCET approval due to our contractual responsibilities to students and applicants. For collaborative provision, there should be early liaison with the Director: Collaborative Provision and Study Abroad.
- 4.3 Where a decision is required to suspend recruitment to a course late in the recruitment cycle (e.g., after 1 July where the course is due to begin in September), VCET may request an extraordinary Curriculum Panel meeting to take place to ensure the proposal is considered without delay.
- 4.4 Where we suspend a course, we will take reasonable steps to mitigate the impact on current students and applicants.
- 4.5 The relevant Head of School must consult the HR team where the proposed suspension of a course will have implications for our staff.
- 4.6 The Head of School or Director of Programme must submit a completed Course Suspension or Closure Form (below) (along with a curriculum panel form) to the Quality Office for consideration at the next available Curriculum Panel. The Curriculum Panel will consider the proposal as set out above.
- 4.7 Unless otherwise specified by VCET, a suspended course can resume recruitment at the end of the period of suspension. To resume recruitment to a suspended course early, the Director of Programme or Head of School may make a formal request to the Curriculum Panel stating clear reasons for doing so, and the desired date the course will resume recruitment. The Curriculum Panel will consider the proposal as set out above.

5. Course Closure

- 5.1 We may close a course because it has been suspended for two consecutive years or following a specific request.
- 5.2 Following initial scrutiny by the Curriculum Panel, the final decision to close a course is made by VCET and reported to the Academic Committee. Courses should make requests for closure allowing enough time for discussion and/or communication with stakeholders. Courses and/or partner organisations are not allowed to close a course without VCET approval due to our contractual responsibilities to students and applicants. For collaborative provision, there should be early liaison with the Director: Collaborative Provision and Study Abroad.
- 5.3 In the case of collaborative provision, the Director: Collaborative Provision and Study Abroad must discuss with the Collaborative Provision Manager and Quality Office to assess the strategic, contractual, and operational implications. If the course closure or suspension is proposed by a collaborative partner, the partner's Director of Programme must ensure consultation takes place.
- 5.4 Where we close a course, we will take reasonable steps to mitigate the impact on current students and applicants. The relevant Director of Programme should create an action plan (appended) to manage the closure. The action plan must include stakeholder contact (including collaborative partners if relevant) and communicating with applicants and current students. The action plan must detail how the closure will affect applicants and the current student experience.
- 5.5 The relevant Head of School must consult the HR team where the proposed closure of a course will have implications for our staff.
- 5.6 The Head of School or Director of Programme must submit a completed Course Suspension or Closure Form (below) and a curriculum panel form to the Quality Office for consideration at the next available Curriculum Panel. The Curriculum Panel will consider the proposal as set out above.
- 5.7 Where a decision to close a course is required with short notice late in the academic year, VCET may request an extraordinary Curriculum Panel meeting take place to ensure the proposal is considered without delay.

6. Communication

- 6.1 Formal written communication with any stakeholders should not begin until after VCET has approved the course closure or suspension. Records should be kept of all communication with students relating to course suspension and/or closure.

7. Schedule A

The applicability of this Policy under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

Cours Florent

7.1 The Regent's University London policy applies.

Domus Academy

7.2 The Regent's University London policy applies.

Istituto Marangoni (London)

7.3 The Regent's University London policy applies. In addition to this policy, Istituto Marangoni operates an Annual Quality Assurance Monitoring Policy.

Istituto Marangoni (Paris)

7.4 The Regent's University London policy applies. In addition to this policy, Istituto Marangoni operates an Annual Quality Assurance Monitoring Policy.

Liverpool Media Academy (LMA)

7.5 The Regent's University London policy applies.

MACROMEDIA

7.6 The Regent's University London policy applies.

Nuova Accademia di Belle Arti (NABA) London

7.7 The Regent's University London policy applies

Course Suspension or Closure Form

To be completed by the relevant Head of School or Director of Programme

1. School or Collaborative Partner	Choose an item.					
2. Full course title and award						
3. Course Code						
4. Request for course:	Choose an item.					
5. Effective date(s)	Suspension or closure from: (e.g. 09/27)					
	Suspension to: (e.g. 09/28)					
	Last cohort expected to graduate: (e.g. 07/29)					
6. Current student numbers						
Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	
7. Current applicants and offers made						
	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Applicants						
Offers						
8. Reason for suspension/closure						
9. Details of discussions with collaborative partner(s) and/or other School(s) (for jointly delivered modules and/or courses)						
10. Implications of suspension/closure for students, other stakeholders, partners, etc.						
11. Head of School supporting statement. To include, for example, confirmation an action plan has been completed for approval by the Vice-Chancellor's Executive Team.						
Signed:				Date:		

Action Plan for Closing a Course

Section One: Course Information

Main School or Collaborative Partner	
Other School (for jointly delivered modules and/or courses)	
Course and award title	
Date action plan created:	Click or tap to enter a date.
Action Plan created by:	<i>Name and job title</i>

Last date students may be enrolled:	Click or tap to enter a date.
Expected date the last students will complete the course	
Last expected board date	Click or tap to enter a date.
Course action plan approved by Head of School	<i>(name)</i>
Date of Head of School approval	Click or tap to enter a date.

Section Two: Action Plan

This section is about ensuring student experience and quality of academic standards.

Managing prospective students

Closure of recruitment and removal of marketing materials	Responsible person	Deadline for completion	Progress
Remove course from UCAS			
Remove other marketing material for course			
Remove from website			
Informing applicants and offer-holders	Responsible person	Deadline for completion	Progress
Offer-holders informed			
Applicants informed			
Deferred offer-holders informed			

Managing current students

Meet with current students	Responsible person	Deadline for completion	Progress
Reassure students of the arrangements for ensuring quality of experience			
Explain teach-out arrangements			

Action Plan for Closing a Course

Answer student questions			
Provide written confirmation of details discussed in meeting			
Circulate FAQs to students			
Student Progress. Append spreadsheet confirming: • Student (names or numbers) • Credits completed • Credits outstanding • Any reassessments • International or home student • Expected date of completion	Responsible person	Deadline for completion	Progress
Number of existing students at each level (if applicable)			
Number of students withdrawn who might be eligible for readmission			
Number of students on suspension			
Number of students on an Interruption of Studies			

Other

Other relevant actions (supplement as necessary)	Responsible person	Deadline for completion	Progress
Check with Quality Office to see if External Examiner contract needs to be amended			
Notify External Examiner(s) of intention to close course			
Inform relevant PSRB(s) of intention to close course			
Inform Registry of intention to close course			
Inform Admissions of intention to close course			
Inform Timetabling of intention to close course			
Inform Student Immigration & Compliance of intention to close course			
Inform International Partnerships Office of intention to close course			
Inform Library of intention to close course			
Inform BIDD of intention to close course			

Action Plan for Closing a Course

Inform Student Experience & Wellbeing Team of intention to close course			
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Closure Commentary

Lessons Learned

Please complete this section during the closure process to capture any information useful for future use to help colleagues.

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