

## University of Glasgow

### Academic Standards Committee – Friday 14 February 2014

#### Proposed Revision to Programme Withdrawal Process

Ms H Butcher, Clerk to the Committee

In October 2013 EdPSC supported a proposal from RIO to revise the programme withdrawal process to ensure a more streamlined operation of recruitment. This had arisen from concerns about offers of places being made on programmes which were later withdrawn and the potential reputational damage to the University of this. EdPSC understood that late withdrawal of programmes was a key factor, and noted that 407 applicants had been offered places for 2013-14 which had subsequently withdrawn.

The Convener and Clerk of ASC met with the Director of RIO and the Head of Admissions and Support in RIO and agreed to take forward the proposed introduction of a deadline for the approval of programme withdrawal proposals in the annual process.

A deadline of 31 January was proposed in order to avoid making offers on programmes which were then withdrawn. Later approval would only be possible through submission of a special case to the Convener of ASC and the Clerk of Senate seeking late approval due to exceptional circumstances.

The current guidance on programme withdrawal would therefore be revised as follows:

#### *Guidance: Withdrawal of Programmes*

*The withdrawal of programmes will require consideration by Senate to ensure appropriate management and resourcing of the final student cohorts in the programme being withdrawn.*

*The Flowchart shows the steps for approval which include providing a report to the Senate Office.*

*Approval to close a programme must be obtained by 31 January for all programmes recruiting for September entry\*. Once an approved withdrawal is processed on PIP, Recruitment & International Office (RIO) will be notified automatically, although Schools must liaise with RIO when the proposal is being drawn up to check whether there are any applicants to the programme.*

*\*Proposals must therefore be submitted to the Senate Office at least 7 days before this. Programmes recruiting for entry in Semester 2 must submit proposals by 24 August in the previous year.*

#### *Information and Publicity*

- *RIO will review arrangements for current applicants to facilitate application for places on other programmes, or at other universities.*
- *RIO will update their publicity and prospectus information.*
- *Schools must review their publicity to ensure that the status of the programme is updated in all online information and other documentation.*

The Checklist in PIP for Withdrawal or Suspension of Programmes would also be amended as per Appendix 1.

**ASC is invited to consider this proposal for introduction in 2014-15.** If approved, there will also be encouragement to submit withdrawal proposals in the current session to the Senate Office as soon as possible, and a reminder to ensure that RIO are advised of any proposals as early as possible.

## Checklist – WITHDRAW/SUSPEND PROGRAMME

It is expected that the tasks listed below may be carried out in a variety of ways by a variety of roles in Schools. Ultimately, it is the responsibility of the Head of School Administration to confirm that all tasks are complete.

| <b>Task</b>  | <b>Where</b> | <b>Who</b>                    |
|--|--------------|-------------------------------|
| Initiate discussions about the proposed withdrawal/suspension within the School, to obtain general agreement   |              | Proposer                      |
| <a href="#">Advise RIO of proposed withdrawal/suspension and</a><br>cCheck whether any students are on the programme or may be returning (eg year out/repeat students) |              | School Administrator          |
| Check whether there are any applicants to the programme  |              | School Administrator          |
| Undertake consultations with students/applicants, external specialists and employers   |              | Proposer                      |
| School prepares rationale for the withdrawal/suspension, and proposed arrangements to accommodate any completing students  |              | Proposer                      |
| School submits the rationale to College Board of Studies (or similar)  |              | Proposer/School Administrator |
| College Board of Studies considers the rationale   |              | College                       |
| School responds to any concerns raised by the College  |              | Proposer/School Administrator |
| College endorses the proposal  |              | College                       |
| College submits a report from the College, together with the School's rationale, to the Senate Office  |              | College HASA                  |
| Senate Office liaise with the Convener of the Academic Standards Committee to consider the proposal <a href="#">as necessary</a>                                       |              | Senate Office                 |
| School responds to any concerns raised by the Senate Office  |              | Proposer/School Administrator |
| Senate Office agrees the withdrawal/suspension may go ahead <a href="#">and notifies RIO</a>   |              | Senate Office                 |
| School inputs the withdrawal/suspension proposal   | PIP          | PIP Administrator             |
| Add consultation responses/summaries to proposal documentation   | PIP          | PIP Administrator             |
| Complete the Programme Proposal Support Document   | PIP          | Proposer/PIP Administrator    |
| Proposer submits the proposal to the School  | PIP          | Proposer                      |
| Proposal receives School approval  | PIP          | School PIP Approver           |

|  |                               |  |
|--|-------------------------------|--|
| School submits the proposal to the College   | PIP                           | PIP Administrator                        |
| Proposal receives College approval   | PIP                           | College PIP Administrator                |
| College submits the proposal to Senate   | PIP                           | College PIP Administrator                |
| Proposal receives Senate approval  | PIP                           | Senate Office                            |
| The proposer, the School and the College are informed the proposal is approved   | PIP – automatic               |  |
| Update any promotional material (website/prospectus etc), to remove the programme  |                               | School Administrator                     |
| RIO notify UCAS for removal of programme for application (UG only)   |                               | RIO                                      |
| Programme specification is removed from Senate Office website at the start of the appropriate session  | PIP – automatic               |  |
| Programme changes applied to the Plan in MyCampus. The Plan remains active but further student admission is prevented from the specified session. For a suspension, a future dated Plan record is created with the admissions restriction removed. | PIP/MyC interface - automatic |  |
| Stakeholder notification of changes in MyCampus (process not yet available)  | MyCampus                      |  |
| Plan Builder amends Plan Rules data as required – requirement groups, requirements and course lists – for any impact of withdrawal   |                               | MyCampus Plan Builders/Course List Owner |
| School informs Corporate Communications of required deletion from University website   |                               | School Administrator                     |
| School updates its own promotional material  |                               | School Administrator                     |