

## Programme and Course Approval Process

### Outline of Report for Senate Office

#### Proposed Programme Withdrawal

Programme title:

1. *A brief statement of the context for the proposed withdrawal*

The rationale for closure is likely to be resource-based and/or academic in nature. Where the proposal to withdraw is being brought forward on resource-based grounds, the matter will already have been the subject of discussion within the College. The financial details are **not** required for the purpose of giving the University's agreement to withdrawal. The report should, however, state that the grounds for withdrawal are resource-based and that this is the conclusion the College has reached.

Similarly, a brief statement of academic/other grounds should be made where appropriate.

2. *Proposed arrangements while the programme is running down*

2.1 *Staffing*

The main issue during any run-down period is likely to be the teaching staff numbers. It may be planned that staff members should decrease as courses come to an end and student numbers reduce. The report should provide projected student and staff numbers for each year of the run-down period. Arrangements for potential repeating students should also be set out.

The School should confirm that the number and expertise of staff are adequate to support the student numbers at each stage and that it will be possible to continue to conform to existing programme regulations. If this is likely to be difficult, the Senate Office should be consulted.

#### *Contracted-out Teaching*

In some circumstances, it may be proposed to contract-out teaching for a semester or year to another university. Where this is the case, the report must confirm:

- Appropriate teaching and other relevant resources will be available to students in the receiving institution.
- The curriculum being offered is appropriate for the students.
- Practical arrangements are in hand to transport or otherwise enable students to attend the receiving institution.

#### *Transfer of programme/students*

A further possibility is that it is proposed to transfer students to another university. This is not prohibited, but is a much more significant measure, and so a number of further considerations will require to be satisfied. If such a proposal is to proceed, there must have been appropriate consultation with the student body and a willingness on the part of students to transfer to the receiving institution. There may also be cost implications beyond any

transfer of funds to the receiving institution. Again, the curriculum should be compatible with that provided prior to the transfer.

Advice on transfer arrangements is available from Planning Support Services, and discussions should be held with the Head of College and Planning Services at the first opportunity where a transfer arrangement is being considered. It should be noted that each university is provided with a quota of 'funded student numbers' by the Funding Council. It is very unlikely that GU will agree to the transfer of such funded numbers as part of the agreement. If the receiving university wished to offer the incoming programme(s) on a permanent basis, it would be required to allocate incoming former GU students' places from its own funded number total.