

Programme Post-Launch Review Policy

Policy Category:	Academic
Subject:	New Programme Review
Approving Authority:	Academic Board
Responsible Officer:	Vice President and Vice-President Education
Responsible Office:	Academic Regulations, Quality and Standards (ARQS)
Related Procedures:	Procedures for Programme and Module Approval / Modification
Related University Policies:	Policy on Programme and Module Specifications Policy for Programme Closures & Suspensions
Effective Date:	1 September 2024
Supersedes:	1 September 2020
Next Review:	2026/27

I. Purpose and Scope

The purpose of this policy is to continue the practices established by the Portfolio Simplification exercise in 2019/20 and review all new taught programmes after a 3 year recruitment period (from the year the programme first runs) or, when a programme has not recruited, 2 years from the proposed year of commencement on the approved Programme Proposal Form (PPF). This is to ensure the proposed student numbers agreed at the proposal stage have been met and to find out why recruitment has not been achieved in instances of no recruitment.

This policy does not apply to Postgraduate Research (PGR) programmes.

This policy helps to ensure adherence to Office for Students (OfS) ongoing conditions of registration. In particular:

B Conditions: Quality, reliable standards and positive outcomes for all students:

- B1 a. *each higher education course is up-to-date;*
- B1 d. *each higher education course is effectively delivered;*
- B2 a. *each cohort of students registered on each higher education course receives resources and support which are sufficient for the purpose of ensuring: i. a high quality academic experience for those students*
- B3 a. *in the OfS's judgement, the outcome data for each of the indicators and split indicators are at or above the relevant numerical thresholds;*

C Conditions: Protecting the interests of students:

- *The provider must demonstrate that in developing and implementing its policies, procedures and terms and conditions, it has given due regard to relevant guidance about how to comply with consumer protection law.*

II. Definitions

- New Taught Programme:** A new pre-undergraduate, taught undergraduate or postgraduate programme (UG or PGT) that has been approved by Faculty Education Committees (FEC) / the Programme Development and Approval Sub-Committee (PDASC).
- Programme Proposal:** Outline proposal for new taught programme that has been approved by PDASC. The Programme Proposal Form (PPF) includes proposed student numbers.
- Post-Launch Review:** A provision that new taught programmes will be reviewed after a 3 year recruitment period (from the year the programme first runs) or, when a programme has not recruited, 2 years from the proposed year on the approved PPF. This is to determine if the programme should continue to recruit students or be closed.

III. Policy

1.	General
1.01	<p>All new pre-undergraduate, taught undergraduate or postgraduate programme (UG or PGT) programmes will be reviewed after either:</p> <ul style="list-style-type: none"> • 3 year recruitment period (from the first year the programme runs) • 2 years from the proposed year on the approved PPF in instances a programme has not recruited <p>The review will provide assurance to the University that:</p> <ul style="list-style-type: none"> • The predicted student numbers noted at the time of programme proposal have been met • The programme remains marketable for future students • The programme remains consistent with University and Faculty strategies <p>The general rule is that all programmes must be reviewed. If a Faculty has a question regarding whether a programme must be reviewed, they should contact ARQS.</p>
2.	Post-Launch Review Process
2.01	PDASC is authorised to approve new taught programmes on behalf of Academic Board.
2.02	After a 3 year recruitment period (from the first year the programme runs) or after 2 years from the proposed year on the approved PPF (in instances a programme has not recruited), PDASC is authorised by Academic Board to instruct the Faculty to review the programme against a set of agreed criteria, and make a decision as to whether the programme should continue to be marketed or to be formally closed to new applicants. ARQS can provide advice for reviews.
2.03	<p>The agreed criteria for review are:</p> <ul style="list-style-type: none"> • Actual student enrolments over the three-year period against the predicted student numbers at the time of the programme proposal. • Comparison of programme marketability against the rest of the sector i.e. has the market in that subject area grown, changed. • Any further academic context that the department/faculty deems to be relevant.

	<ul style="list-style-type: none"> • How many programme modifications have been made within the period • The continuation rate (where applicable) <p>Timescales for reviews can be found within the Programme Post-Launch Review Guidance</p>
2.04	When considering formal closure of the programme, FEC and PDASC must take into consideration the University's Student Protection Plan, and any implications relating to Competition and Markets Authority (CMA) regulations.
2.05	Considerations will also be required on the impact of closing a programme where a programme has collaborative activity attached, or where a programme involves a Professional, Statutory or Regulatory Body (PSRB).
2.06	<p>The Programme Post-Launch Review Form will be completed by the Faculty and taken to FEC and the Faculty Executive Dean for consideration. Following this, the Form will be submitted to PDASC for further consideration. Deadlines can be found within Programme Post-Launch Review Guidance.</p> <p>PDASC will review the form and the decisions made at earlier stages of the process. If PDASC agrees with the decisions reached, the standard Course Closure Process will need enacting by the Faculty.</p> <p>PDASC reserves the right to overrule an FEC decision. In instances a Faculty wishes to appeal a PDASC decision, this will be considered by CEC.</p>
3.	Policy Review
3.01	This policy will be reviewed at least every three years.
4.	Reporting
4.01	<p>The Vice Principal and Vice-President Education & Student Success are responsible for the communication of outcomes from reviews to College Education Committee, who has delegated authority from Academic Board.</p> <p>Where a decision is made to close a programme, the standard Course Closure Procedure should be followed by the Faculty. This ensures that the required stakeholders and students are notified as appropriate and that systems are updated accordingly.</p>