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**COURSE CLOSURE ACTION PLAN**

**Guidance:** A Course Closure Action Plan should be agreed and completed to manage the course closure process and teaching out arrangements (see Section 5.2 of the ‘[Procedures for Course Closure, Suspension and Significant Change](https://www2.worc.ac.uk/aqu/documents/CourseClosureSuspensionSignificantChange_procedures.docx)’). This follows the approval for Course Closure by Academic Planning and Portfolio Group (APPG). Where the process is complex, involves the closure of a course with a number of partners/stakeholders or one or more courses (in the case of a collaborative partner who delivers multiple programmes and/or partnership closure), a Course Closure Management Group should be established.

The ‘[Procedures for Course Closure, Suspension and Significant Change](https://www2.worc.ac.uk/aqu/documents/CourseClosureSuspensionSignificantChange_procedures.docx)’ should be consulted prior to completing the action plan. Further guidance for the action plan is provided in the template below.

**Section One: General Information**

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| **School:** | *Insert the name/s of the School responsible for the collaborative arrangements* |
| **Name of other School affected (where applicable, e.g. Joint Honours):** |  |
| **Name of Partner Institution(s) (where applicable):** | *Please complete with full name* |
| **Course(s):** | *Identify course/s affected* |
| **Date action plan created:**  | *Insert the date when the plan was agreed (and scheduled updates)* |
| **Person responsible for action plan:** | *Please enter your name and job title* |

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| **Last date students may be enrolled:** | *This information is important to ensure no further enrolment takes place after the agreed enrolment period* |

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| **Last anticipated date students will complete the programme(s):** | *A date should be determined when the last students will complete the programme and when the last examination board will take place (for each course if different). NB Anticipated date of completion for part-time students*  |

**Where University of Worcester is terminating the collaborative arrangement (and/or partnership) with the partner, complete the following information:**

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| **Formal letter sent to Partner Institution:** | Yes/No | **Date Sent:** |  | **Name of Executive Signatory:** | *All formal partnership termination letters must be signed by Vice Chancellor/member of Executive* |

**Where the partner is terminating the collaborative arrangement (and/or partnership) with the University, complete the following information:**

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| **Formal letter received by Vice Chancellor’s office from Partner Institution:***In the event the partner is terminating the partnership they should do so formally in writing. Please complete the details in this section.* | Yes/No | **Date Received:** |  |
| **Response letter sent to Collaborative Institution:***The University should respond formally in writing to the letter received from the partner. These details should be completed here.* | Yes/No | **Date Sent:** |  | **Name of Executive Signatory:** | *All formal partnership termination letters must be signed by Vice Chancellor/member of Executive* |

**Section Two: Action Plan**

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| **AREAS FOR CONSIDERATION**  | **ACTIONS REQUIRED** | **RESPONSIBILITY** | **TARGET DATE(S)** | **PROGRESS** |
| 1. | **Agreement of action plan and set up of course closure management group (as appropriate)***Agreement of course closure action plan by School Senior Management Team (and equivalent at partner organisation for collaborative provision) and targets set for progress updates.*  |  |  |  |  |
| 2. | **Notification to AQU, Registry, Data Management Unit, Communications and Participation, Finance, and UWIC** *Registry Admissions, Student Records, DMU, Timetabling, Finance, Communications and Participation, the International Office and UWIC should be informed of any closures and predicted dates of completion by the Secretary of APPG.. Agree responsibility for on-going communications about closure with these departments.* |  |  |  |  |
| 3. | **Closure of recruitment and removal of related publicity materials***Ensure that both the University (and the partner organisation) have closed recruitment activity and removed course/s from UCAS and other promotional materials, websites, etc.* |  |  |  |  |
| 4.  | **Notification and communications to applicants***It is essential that applicants, including those who have been offered a place on a course but not yet accepted, deferred offers and those who have accepted a place but not yet registered, are informed of course closure and options available to them. This may include an alternative course or confirmation of their decision to release their place on a University of Worcester course in liaison with Registry Services (including those delivered in partnership). Communication with applicants will be through Registry Services.*  |  |  |  |  |
| 5.  | **Notification and communications to students***Students must be kept informed of any changes that may affect them in relation to the closure and student representatives should be involved in planning and managing course closure. This may include arrangements for teaching and supervision, support for placement/WBL, PSRB requirements, reassessment and plans for retake modules and for temporarily withdrawn students.* *Students should be informed in a meeting so that they can be given reassurances about arrangements to ensure the quality of their experiences through the ‘teach out’ of the course, ask questions, raise any concerns as well as receive written confirmation of arrangements if necessary.* *It is important to agree who will have the communication responsibility, particularly for Joint Honours courses and those delivered in partnership. Normally the relevant School (in liaison with partners) is responsible for communications with current students. Individuals in both the University and the partner should agree any communications with or sent to students for collaborative provision.*  |  |  |  |  |
| 6. | **Student progress, temporary withdrawals, referral and retake students***Confirmation of numbers of existing students and modes of study on each course/cohorts and predicted completion dates. Provision must be made for students with referrals and arrangements agreed for potential retakes and temporary withdrawal students. Students should not be disadvantaged due to the closure and arrangements should take full account of their needs (within the terms of the University’s Taught Courses Regulatory Framework, s.3.9).* |  |  |  |  |
| 7. | **Examination Boards***Confirm arrangements for marking, moderation and attendance at examination boards. Agree timings of subject/examination boards including a plan to manage students with referrals, retakes or who are temporarily withdrawn. NB See Annex to the Assessment Policy regarding potential courses of action in event of retakes when modules are not running.*  |  |  |  |  |
| 8. | **External Examiner appointments***Check with AQU that External Examiners contracts related to the course(s) do not finish before the predicted end of the course. It may be necessary, in liaison with AQU, to review and extend a contract, or appoint new externals to see the closure out.**External Examiners must be notified by AQU of the closure of the course(s) and the arrangements made for completion of students, particularly if this varies from the norm.*  |  |  |  |  |
| 9. | **Course(s) approval and review***Check with AQU that the course remains in approval for the length of the closure or, if not, then agree arrangements with AQU.*  |  |  |  |  |
| 10. | **Course management and delivery***Seek and provide assurances that the course can be delivered as approved until completion of the final students registered on the course. Where this is deemed to be at risk, agree alternative arrangements to secure the student experience with the Director of Quality and Educational Development (DQED) and Academic Registrar and consult with students prior to final agreement.* |  |  |  |  |
| 11. | **Professional, Statutory and Regulatory Bodies (PSRBs)***If any professional bodies are associated with the course, they should be advised of the closure and their advice considered. Agree who will communicate with PSRBs.* |  |  |  |  |
| 12. | **Communication with other stakeholders and relevant University (and partner organisation) departments***This could include: Library, ICT and other learning services, student services departments.*  |  |  |  |  |
|  | **ADDITIONAL CONSIDERATIONS FOR COLLABORATIVE PROVISION** |  |  |  |  |
| 13. | **Formal letter to collaborative institution (if not already sent/or received and acknowledged)***If a formal letter has not been sent but the decision has been made to close the partnership or a particular course at a collaborative partner, please state here who will write the letter, who will sign the letter and when the letter will be written.* *Where a partner has decided to terminate, the same information must be entered here in relation to both the termination letter from the partner, and the formal acknowledgement of the termination from the University.* |  |  |  |  |
| 14. | **Partnership Agreement***If the Partnership Agreement is due to expire before the students complete, then an interim agreement or an amendment to the existing agreement must be considered to safeguard the student experience. Discuss with AQU and DQED.**The Agreement can only end when the last student completes their programme, there are no outstanding referrals or retakes and ‘teach out’ arrangements are agreed.* |  |  |  |  |
| 15. | **Registered Lecturers***Once the course has closed and all students completed, registered lecturers must be formally notified by AQU that their status as registered lecturers of the University of Worcester for that course has ended. If this is their only course responsibility with the University, any associated entitlements would normally be withdrawn.* *All UW accounts, e.g. email, access to Blackboard, etc will be terminated by the AQU on instruction from the School..* |  |  |  |  |
| 16. | **University and Partner Publications and Websites***When all students have completed, ensure that all references to the University in course related materials are removed from partner public information, including hard copy and web-based (and vice versa in University publications, including programme specifications, prospectus, website).**Where the partnership has closed, the partner organisation will be deleted from all relevant University public information.*  |  |  |  |  |
| 17. | **Intellectual Property***Due consideration must be given to the clauses of the agreements related to intellectual property and confirmation of rights.* |  |  |  |  |
| 18. | **Copyright issues** *Any issues of copyright for the programme operated at the partner are to be considered.* |  |  |  |  |
| 19. | **Data Protection***Consider the supply of student data in relation to the Data Protection Act, before agreeing to pass on students’ records etc.* |  |  |  |  |

**Section Three: Closure Commentary**

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| **Lessons Learned**  | *Please complete this section as the closure progresses or when the closure is complete; the closure action plans will be reviewed and monitored at College LTQE Committee and by Schools. Any information that can assist colleagues in the future will be reviewed and used for guidance.* |

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| **Further information/ comments** | *Please complete, as you feel appropriate. This section should be used to conclude the action plan once the collaboration has ended.* |

It is the responsibility of the School Senior Management Team to ensure the action plan is maintained and that all actions required are expedited by the target dates. The School Senior Management Team and College LTQE Committee will monitor progress against the action plan. For collaborative provision, a copy of the action plan should be sent to the relevant College Director, School Quality Co-ordinator, School Quality Administrator, Head of Collaborative Programmes, AQU and DQED and to equivalent representatives of the partnership.