

Owner: Director of Marketing & Communications
Version: 4.0
Effective date: August 2023
Date of last review: June 2023

This document is part of a revised series of Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.

3R – Programme Update Decisions and Communications: Procedure

1. SCOPE AND PURPOSE

- 1.1 The procedure set out below documents the procedures for decision-making about the status, title and content of BU's portfolio of courses (also referred to below as programmes). The procedure also makes some provision for publication and communication of such information, referring to BU's Management of Published Course Information: Policy and Procedures (part of BU's suite of corporate policies) where this sets out the relevant procedure for managing the information after a decision has been taken within this procedure.
- 1.2 This procedure and the Management of Published Course Information: Policy and Procedures together ensure that information about courses is appropriately recorded and communicated within the University, that published information about courses is accurate and comprehensive and that changes to course information are published externally in a timely fashion.
- 1.3 As such, this procedure contributes to the University's compliance with legal and regulatory obligations, in particular consumer protection obligations as described in the Competition and Markets Authority (CMA) guidance for the higher education sector.
- 1.4 In cases where it is necessary for the University to suspend and/or close a programme for a given period, enquirers, applicants and offer holders will be notified immediately by the University in accordance with the relevant procedure in the Management of Published Course Information: Policy and Procedures and provided with information about their options at that point.
- 1.5 Programme viability review points have been established in line with key points of the recruitment cycle and to support recruitment of international students, including those on pre-sessional English and pathway programmes at BU International College. Adherence to the timescales is an essential element of maintaining the University's sponsor status with the Home Office/UK Visa and Immigration Service.
- 1.6 The following nomenclature will be used:

Programme Closed:	Programme has been formally closed via the Review for Closure process, as articulated in '4A – Programme Approval, Review and Closure: Policy and Procedure'.
Programme Suspended:	Recruitment to the programme is on hold for current recruitment cycle (for example, unable to meet target or pending closure review). Suspension of recruitment is usually granted for one recruitment cycle. All requests for suspension are considered and approved by the Pro-Vice Chancellor for Education and Quality.
Programme Full:	Programme is estimated to meet recruitment targets for current cycle, and will no longer accept new applicants. All requests to close recruitment to a full programme are considered and approved by the Pro-Vice Chancellor for Education and Quality.

Programme Approval	The formal process by which new taught provision is approved, as articulated in ' <i>4A-Programme Approval, Review and Closure: Policy and Procedure</i> '.
Programme Review	The formal process by which existing taught provision is subject to curriculum review, as articulated in ' <i>4A – Programme Approval, Review and Closure: Policy and Procedure</i> '.
Programme & Unit Modification	The formal process by which changes to existing programmes and units are made, when the changes proposed are deemed not to be of sufficient magnitude to warrant a programme review, as articulated in ' <i>4B – Programme and Unit Modifications: Policy and Procedure</i> '.
Other Programme Information	Programme related information which should be communicated to enquirers, applicants and current students if there are any significant changes.

2. KEY RESPONSIBILITIES

Academic Quality	<p>On behalf of the Education Committee , oversee and manage approved process for programme approvals; periodic reviews; reviews for closure; and programme and unit modifications in close liaison with Faculties/Partners.</p> <p>Liaise with BU International College (BUINTCOL) on the recruitment status of courses which hold BUINTCOL applicants via maintenance of the Articulation Register.</p>
Marketing & Communications (M&C)	<p>Update all marketing material, including the website and external listings including UCAS and communicate changes to enquirers.</p> <p>In liaison with Faculties, provide the text/material to Admissions Teams to communicate significant changes to programmes to all applicants.</p>
International Admissions (IA) Team	Communicate changes to programmes to EU/OS applicants and BUINTCOL offer holders.
UK Admissions	<p>Inform all relevant parties of any changes to the status of programmes on offer within the Faculty/Partner, as per paragraph 1.6.</p> <p>Oversee the communication of changes to programmes to UK applicants.</p> <p>Maintain information held in the Entry Requirements Database.</p> <p>Liaise with Faculties/Partners on the status of programmes within an admissions cycle.</p>

Faculty Programme Support Teams	Initiating changes and development in accordance to 4A and 4B. Oversee the communication of changes to programmes to all current students. Monitor the recruitment to programmes at risk of non-viability on a monthly basis.
Faculty Academic Teams	
Faculty Executive	
Student Lifecycle	Responsible for the setup and maintenance of all core curriculum data in the student records system to feed key systems & processes such as course search, online applications and the enrolments process.
Pro-Vice Chancellor Education and Quality	Oversees and approves the suspension of recruitment due to non-viability or the programme is full, within the cycle and selection methods

3. ACCESSING OTHER RELEVANT BU DOCUMENTS

3.1 All documents can be accessed [here](#)

3.2 Other documents with direct relevance to this are

- *3B – Admissions Policy: Taught Programmes (Excluding Apprenticeships)*
- *3B – Recruitment, Selection and Admissions: Policy and Procedures (Apprenticeships)*
- *4A - Programme Approval, Review and Closure: Policy and Procedure*
- *4B - Programme and Unit Modifications: Policy and Procedure*
- *BU Communications Policy*
- *BU Management of Published Course Information: Policy and Procedures*

4. PROGRAMME FULL

4.1 Academic Services provides regular updates on the recruitment to programmes which will reach or exceed target via Qlikview reports.

4.2 Faculties – Deputy Dean/Education Service Manager (DDEPP/ESM) - present a business case to the PVC Education & Quality for programmes considered full. Recruitment to programmes delivered under partnership arrangements are monitored by the Link Faculty.

For undergraduate programmes:

4.3 Post January deadline and before UCAS Extra opens, the Admissions Manager will confirm with ESMs which programmes are open for UCAS late and UCAS Extra applicants.

4.4 Once the PVC Education & Quality has approved Programme Full status, the relevant procedure in the Management of Published Course Information: Policy and Procedure will be followed and the Admissions Manger will also inform the Faculty DDEP and ESM and the Student Lifecycle.

4.5 Academic Quality, working with the relevant Faculty and International Admissions Team (IAT) will inform BUINTCOL when a programme is full as the change in recruitment status will affect the recruitment of additional students (NB students already enrolled at BUINTCOL on a pathway programme are included in the recruitment statistics; therefore current BUINTCOL students are unaffected).

5. PROGRAMME SUSPENDED

5.1 In accordance with the viability review points approved annually Faculties provide the PVC Education & Quality with regular updates on the recruitment to courses at risk of significant under recruitment and therefore subject to viability review.

- 5.2 Faculties (DD/ESM) present a business case to the PVC Education & Quality for the suspension of recruitment due to non-viability.
- 5.3 Once the PVC Education & Quality has approved suspension for non-viability, the relevant procedure in the Management of Published Course Information: Policy and Procedure will be followed.
- 5.4 The Admissions team will ensure that, when necessary, the UCAS Discontinued Courses Process is followed, for UG full time programmes only.
- 5.5 For programmes which are a progression route for BUINCOL applicants, Academic Quality, working with the relevant Faculty and IAT will inform BUINCOL. BUINCOL will assist their students with other opportunities at BU (where possible).

6. PROGRAMME CLOSED

- 6.1 The Faculty DD informs Academic Quality of the intention to close a programme and Academic Quality's records are updated accordingly. The process outlined in Section 6 of *4A – Programme Approval, Review and Closure: Policy and Procedure* is then initiated. This will include gathering information relating to offer holders currently enrolled at BUINCOL.
- 6.2 Programmes which are to close have normally already had recruitment suspended by the time Academic Quality is informed. If recruitment to the programme has not been suspended the procedure described in paragraphs 5.1 to 5.5 above should be followed.
- 6.3 The Faculty must consider whether the programme to be closed has been marketed for a start date after the now proposed closing date and what steps are in place to communicate with applicants or enquirers to this programme in accordance with the programme viability timescales. If applications have already been made for a start date after the proposed closing date, the arrangements for these applicants must be outlined in the Briefing document for the Review for Closure.
- 6.4 The Faculty must consider whether any students that are studying a pathway at BU International College (BUINCOL) may be holding an offer for the programme to be closed and what alternative programme may be offered. Arrangements must be made to ensure that steps are in place to communicate with offer holders to this programme and to BUINCOL staff. If applications have already been made for a start date after the proposed closing date, the arrangements for these applicants must be outlined in the Briefing document for the Review for Closure.
- 6.5 If students are still enrolled on the programme, Academic Quality arranges a Review for Closure meeting with the Faculty/Partner.
- 6.6 If there are no students enrolled Academic Quality informs the Faculty, Admissions and M&C that the programme has been formally closed.
- 6.7 Once any conditions set by the Review for Closure panel have been met Academic Quality informs the Faculty, Admissions, SA and M&C and Placements and Careers that the programme has undergone a review for closure and the relevant procedure in the Management of Published Course Information: Policy and Procedure will be followed. These programmes will remain 'live' in the student record system until all students have completed, transferred or withdrawn from the programme.

7. PROGRAMME APPROVAL

- 7.1 As outlined in *4A – Programme Approval, Review and Closure: Policy and Procedure*, all proposals for new programmes are presented to the Education Committee for consideration.
- 7.2 When Education Committee approve proposals Academic Quality records the date of those approved on the Evaluation Activity spreadsheet within three working days of the Education Committee meeting.

- 7.3 The Education Committee Secretary confirms approval of the proposal to the relevant Faculties, Admissions and M&C and the relevant procedure in the Management of Published Course Information: Policy and Procedure will be followed
- 7.4 Following a programme evaluation event, Academic Quality will notify relevant colleagues of outcomes as outlined in *4A – Programme Approval, Review and Closure: Policy and Procedure*. Where programmes have been approved or approved subject to the meeting of conditions, marketing activity for these programmes may commence at this point. The relevant procedure in the Management of Published Course Information: Policy and Procedure will be followed.
- 7.5 Once any conditions set at the External Panel meeting have been met, Academic Quality sends a 'final approval' email to the relevant Faculty, Admissions, Student Lifecycle, M&C and Placements and Careers to inform them that the programme has been approved.
- 7.6 Within ten working days of final approval of the programme documentation, Academic Quality will notify Admissions, Student Lifecycle, M&C and Library and Learning Support to enable the student records system and library reading lists to be updated.
- 7.7 Once available, Academic Quality uploads the final Programme Specification to SharePoint and informs M&C so that it can be linked to, from the course search profile by CML team.
- 7.8 Student Lifecycle creates the programme in SITS within ten working days of receiving the completed documentation from Academic Quality. Once the curriculum build is complete Student Lifecycle confirm via email to M&C.
- 7.9 On receipt of confirmation from Student Lifecycle, M&C will follow the relevant procedure in the Management of Published Course Information: Policy and Procedure. When a UCAS code is assigned (Undergraduate only) M&C will:
- notify Admissions to add to the Entry Requirements Database;
 - inform Student Lifecycle to update SITS.
- 7.10 If for any reason the programme is not approved, Academic Quality will inform the M&C team who will follow the relevant procedure in the Management of Published Course Information: Policy and Procedure.

8. CHANGE OF PROGRAMME TITLE

- 8.1 As outlined in *4A – Programme Approval, Review and Closure: Policy and Procedure*, all proposals for changes to programme titles are presented to Education Committee.
- 8.2 Following Education Committee approval of proposed changes to programme titles, Academic Quality records the date of those approved within three working days of the Education Committee meeting.
- 8.3 The Education Committee Secretary confirms approval of the proposal to title change to the relevant Faculties and M&C. The relevant procedure in the Management of Published Course Information: Policy and Procedure will be followed.
- 8.4 Once the quality assurance processes for vetting the proposed title change have been concluded, Academic Quality will send a 'final approval' email to the relevant Faculty, Admissions, Student Lifecycle and M&C to inform them that the change to programme title has been approved.
- 8.5 Once final versions of Programme Specification and Unit Specifications are available, Academic Quality uploads these documents to SharePoint so that it can be linked to, from the course search profiles. Student Lifecycle creates/updates the programme in SITS within three working days of receiving the completed documentation from Academic Quality.
- 8.6 Once the curriculum build is complete Student Lifecycle confirms via email to M&C that the programme is ready for advertising. The relevant procedure in the Management of Published

Course Information: Policy and Procedure will be followed. Faculties will communicate changes to current students if applicable. The Admissions team will create/update a UCAS course profile where appropriate and M&C will update external websites as required as soon as possible.

- 8.7 If for any reason the new programme title is not approved Academic Quality will inform Student Lifecycle and M&C and the relevant procedure in the Management of Published Course Information: Policy and Procedure will be followed.

9. PROGRAMME AND UNIT MODIFICATIONS

- 9.1 For all Programme and Unit Modifications, the Programme Teams submit proposed modifications to programmes to the Faculty Education Committee in line with *4B – Programme and Unit Modifications: Policy and Procedure*. Modifications must be presented to Faculty Education Committee using the Programme Modification form.
- 9.2 The Faculty Education Committee Clerk ensures that all documentation is updated in line with the modification approved and saves the final documents in line with University guidelines. Academic Quality will upload the final Programme Specification to SharePoint so that it can be linked to, from the course search profile. The relevant procedure in the Management of Published Course Information: Policy and Procedure will be followed.
- 9.3 Student Lifecycle creates/updates the programme in SITS within three working days of receiving the completed documentation from Academic Quality. Once the curriculum build is complete Student Lifecycle confirms via email to relevant Faculties, Admissions, Library and learning Support and M&C that the modification has been reflected in the Student Records System.
- 9.4 On receipt of confirmation from Academic Quality, M&C will update UCAS (Undergraduate only) and the relevant procedure in the Management of Published Course Information: Policy and Procedure will be followed.