

**Student Learning & Experience Committee**

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| **Chapter B:** **Portfolio Development** |

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**FORMS:**

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**SUPPORTING GUIDANCE:**

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| B-Annex 9 | Guidance for the Withdrawal of Courses During the Admissions Cycle |
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**GLOSSARY OF ABBREVIATIONS**

|  |  |
| --- | --- |
| **CAD** | Course Approval Document  |
| **CCT** | Course Costings Template  |
| **CEN** | Course Evaluation Narrative  |
| **CMA** | Competition and Markets Authority |
| **HECoS** | Higher Education Classification of Subjects |
| **OfS** | Office for Students  |
| **PD** | Portfolio Development |
| **PgCE/PGCE\*** | Postgraduate Certificate in Education |
| **QAAP** | Quality Assurance Authorisation Panel |
| **SAPs** | Standard Administrative Procedures |
| **SASC** | Student Admissions Sub Committee |
| **SLAR** | Student Learning & Academic Registry |
| **SLEC** | Student Learning & Experience Committee |
| **SRM** | Student Recruitment & Marketing |
| **SSLESC** | School Student Learning & Experience Sub-Committee |
| **STA** | Subject to Approval |
| **TU** | Teesside University |
| **TUCP** | Teesside University College Partnership |
| **UC** | University Certificate |

\* **The acronyms for Postgraduate Certificate in Education, PgCE or PGCE may be used, as agreed by University Committee. However, PGCE should only be used where there is Teaching Regulation Agency approval for the course.**

# INTRODUCTION

 Planning for the University’s academic portfolio of provision is undertaken within the **University’s Planning Cycle** through an Annual Portfolio Development Event.

 The University normally operates a three-year Portfolio Development roadmap, and Schools are required to submit proposals for new and re-approved provision to the appropriate University roadmap event. Protocol for the roadmap event is aligned with the University validation calendar to ensure all standard new/reviewed provision is identified on the University roadmap, normally 18 months before the delivery period.

For all new/reviewed provision, Schools are required to complete a market intelligence and course costing exercise before submitting proposals to their School Senior Management Team (SMT) for approval. Further information on support with gathering market intelligence information and completing the Course Costing Template (CCT) is available on the Student Learning & Academic Registry (SLAR) [**SharePoint site**](https://unity3.tees.ac.uk/departments/058/AR2017/PDGP/SitePages/Home.aspx).

# Portfolio development process

Schools are required to consider and sign off all new portfolio developments at their School SMT meetings and retain an appropriate record to evidence that a development can progress and be submitted to University Executive Team (UET) for consideration and final approval. Upon UET agreement, courses will be progressed to the University roadmap event.

There will be an exceptional case protocol for provision that meets certain criteria. Typically, flexibility may be applied to Professional Statutory and Regulatory Bodies (PSRB) provision where shorter timescales for implementation are required and to Transnational education (TNE), professional apprenticeships and employer-led developments to enable Schools to respond to development opportunities quickly where appropriate resources are in place.

To submit a request under the exceptional case procedure, each School will need approval via their SMT, and the record of approval sent with an email request detailing the proposal and timelines to SLAR. All exceptional case procedure requests will be considered by the Academic Registrar (or nominee). Approved exceptional cases will then be added to the University validation calendar as appropriate, and the University roadmap will be updated.

Following the establishment of a strategic business case for a new proposal, and inclusion on the University roadmap, Schools are required to complete the appropriate Portfolio Development (PD) form to include confirmation of initial support for the proposal from all relevant parties. – see **Section 2.1**. The appropriate PD form should be submitted to SLAR with confirmation of an approved CCT. Schools have the opportunity to review and revise their CCT if any matters are identified through the course validation event process. Schools will liaise directly with Finance to seek approval for any changes to the CCT. Approval of all costings must be obtained before seeking title approval for new courses.

SLAR are responsible for any operational matters relating to the completion of the PD form. PD forms for new proposals will not be accepted without an approved CCT. The proposal then proceeds to strategic sign-off by the Dean of the School and any other associated Schools or Collaborative Partners. Where a Collaborative Partner is involved, the Associate Dean (Learning & Teaching) or (International) will liaise with the Collaborative Partner to ensure the PD form is fully and accurately completed and associated staff CV’s have been submitted before sign-off by the Dean of the School or nominee. The proposals are then checked and signed-off by the Academic Registrar (or nominee) from a compliance perspective.

Where a Collaborative Partner is part of the Teesside University College Partnership (TUCP), the College will consult with Schools prior to submission of the proposal for UET approval. Following approval and inclusion on the University roadmap, a list of approved proposals will be submitted to the TUCP Board. In exceptional case scenarios, following approval of an exceptional case request, the PD form will be submitted to the TUCP Board for consideration and approval. Proposals are approved by the Academic Registrar (or nominee) and the Student Learning & Experience Committee (SLEC) is notified.

Following SLEC’s approval of a Collaborative Partnership closure, confirmation will be reported to the relevant School(s), Collaborative partner, SLAR, Finance and Student Recruitment and Marketing (SRM). Approved titles closed through closure of the partnership will be submitted to SLEC for information.

In instances whereby there is deviation from the standard expected process e.g. lack of partner approval signature for course closures, Schools are responsible for providing an appropriate rationale to be documented within the PD form.

Please note that there are specific guidelines for the approval of University delivered courses within [**Chapter C**](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/C-Course%20Design%2C%20Development%20and%20Approval.doc) of the Quality Framework and for collaborative provision available in [**Chapter E**](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/E-Institutional%20Approval%20and%20Review.doc) of the Quality Framework.

When considering award titles, School(s)/Collaborative Partner(s) attention is drawn to **B-Annex 10** – **Guidance on Naming Awards, Naming Conventions for Award Titles, and on Using Alternative Award Title(s) for Similar Courses of Study.**

For further details of the procedures, please refer to the [**Standard Administrative Procedures: Guide to Portfolio Development**](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/B-SAPs.doc) (SAPs) document.

## 2.1. Scope of the Portfolio Development Process

|  |  |
| --- | --- |
| **Form Number and Title** | **Description** |
| **PD1:** New Award Title Approval | To be used when requesting approval of **new** **award** **title(s)** for Teesside University (TU) and TU and Collaborative Partner delivery **at the same time**. |
| **PD2:** New or Existing Award Title to be Approved/Delivered by a New or Existing Collaborative Partner | To be used for a new or approved Collaborative Partner when requesting delivery of an award and/or location. |
| **PD3:** New Named University Certificate Award Title | To be used for all **new University Certificate (UC)** award titles for TU or Collaborative Partner delivery. |
| **PD4:** Addition and Change to an Approved Award due for Periodic Review or Addition of a Professional Apprenticeship or Online Pathway to an Existing Award | To add or change the details of all **approved awards** already in delivery with TU or an approved Collaborative Partner (due for Periodic Review within the academic year) in terms of:* Title
* Duration
* Location
* Method of Delivery
* Mode of Attendance
* Number of Credits
* Intermediate award
* Intake/Entry point

***Note:*** *A PD4 form is only required to make the above changes if the course is going through a Periodic Review. At all other times, these changes are completed through the modification process.***Or** to add a Professional Apprenticeship or Online Pathway to an existing award. Please note, all additions/changes should be marked as set up STA until the approval process is completed.  |
| **PD5:** Suspension or Closure of an Award Title | To suspend or close an **approved** **award** delivered by TU or a Collaborative Partner. |
| **PD6:** Closure of a Collaborative Partnership and Approved Award Titles | To close a Collaborative Partnership and all associated award titles. |

For further guidance on completing specific sections of the forms, please refer to **B-Annex 8 - Guidance for the Completion of Portfolio Development Proposal Forms.**

All proposals should be forwarded to **QAV@tees.ac.uk**.

# Table 1 - Flowchart of TITLE Approval Process



# TABLE 2 - FLOWCHART OF TITLE APPROVAL PROCESS FOR THE TU COLLEGE PARTNERSHIP

**PORTFOLIO DEVELOPMENT PROTOCOL FOR THE TU COLLEGE PARTNERSHIP**

**Note**: addition and/or changes to approved awards not going through a Periodic Review within the academic year will be considered through the modification process. Please complete **C-CMM Annex 1 Modification Request**.



# 3. APPROVAL OF NEW NAMED UNIVERSITY CERTIFICATE AWARD TITLES

Quality Assurance Authorisation Panel (QAAP) have devolved responsibility for approving all new named University Certificate (UC) award titles. In the case of TUCP proposals, approval at TUCP Board will be sought prior to consideration at QAAP.

Schools are responsible for completing a **PD3 form** and forwarding an electronic copy, with confirmation of an approved course costings template to SLAR, before a QAAP event. Following approval by QAAP, SLAR send a notification to Finance to create SITS records and Schools/Partners are notified of the decision Approval of new named UC award titles is reported via the School Standing Report to SLEC.

## 3.1 Review Period for UC Awards

 The normal Review Period for UC Awards (UCPD/UCCE/UCAPD, etc.) is six years.

# Table 3 - Flowchart for Approval of New Named UC Award Titles



# 4. CHANGE OF AWARD TITLES AND OTHER AMENDMENTS

Schools/Collaborative Partners must seek approval for any changes to an approved award title within the Periodic Review year by completing a **PD4 form**. Additions and/or changes to approved awards outside the periodic review year will be considered through the modification process by competing **C-CMM Annex 1**.

Schools are strongly advised to liaise with the Admissions Team in SRM regarding any proposed change to an award title. **B-Annex 11** provides details of the impact of title changes mid-cycle and the current UCAS regulations. It may also be useful to reference **B-Annex 10**, which provides guidance on naming awards and using alternative award titles for similar courses of study.

When considering a change of award title, Schools/Collaborative Partners should be cognisant of the possible impact the change may have on the Higher Education Classification of Subjects (HECoS) for funding implication through the Office for Students, and for international students studying in the UK. Guidance on HECoS coding is available from the Student Reporting Team, Finance **FCDStudentData@tees.ac.uk****.**

## 4.1 Changes to New Award Titles that are still within the Approval Process

 There is a streamlined approach for changes to **new award titles that are still going through the approval process** (and have, therefore, never run). Full details of this process are available in the **Standard Administrative Procedures: Guide to Portfolio Development**.

## 4.2 Changes to Framework Titles and Award Designation

 It is not possible to change an award title when this involves a change to the framework title, e.g.:

**From:** BSc (Hons) Engineering (Acoustics)

 **To:** BSc (Hons) Acoustics Engineering

 Changes of this nature must be reported on a **PD1 form** for **new** award titles and a closure form submitted for approval.

 A new award title form will also need to be submitted if the proposal requires a change to the designation of the award, e.g., from a BA (Hons) to a BSc (Hons).

 However, it would be possible to ‘change’ the title using a **PD4 form** (if due for Periodic Review within the academic year) or the course modification process as detailed in **Chapter C – Course and Module Modifications** if the change did not alter the framework title and only proposed a change to the pathway/route as follows:

 **From:** BSc (Hons) Engineering (Acoustics)

 **To:** BSc (Hons) Engineering (Acoustics and Music)

## 4.3 Changes to University Certificate Awards

Schools must seek approval for any changes to a UC award within the Periodic Review year by completing an Annex 18m notificaiton form. Following completion of the Annex 18m, SLAR assess the level of change and confirm to the School whether a new **PD3 form** and an accompanying **PD5 form** to close the original award title is required. Additions and/or changes to approved awards outside the periodic review year will be considered through the modification process by competing **C-CMM Annex 1**.

## 4.4 Addition of Professional Apprenticeship Pathways

Schools/Collaborative Partners are required to seek approval of any additions of Professional Apprenticeships to an existing award by completing a **PD4 form**.

Where additional validated arrangements are required for the delivery of a professionalapprenticeship, completion of a PD4 form is required.

## 4.5 Addition of Online Pathways

Schools/Collaborative Partners are required to seek approval of any additions of online pathways to an existing award by completing a **PD4 form**.

Prior to progressing the approval of all accredited online provision, approval must be initially considered via the TU Online Board.

## 4.6 Other Additions or Changes

 School or Collaborative Partners must already be operating an award to propose additions or changes, as detailed below:

* Location
* Method of Delivery
* Duration
* Mode of Attendance
* Number of Credits
* Intermediate Award Title

To comply with the Competition and Markets Authority (CMA) guidance, the course modification process must be followed as described in **Chapter C** **- Course and Module Modifications** before additions or changes are considered via the operational review process and before a recommendation can be forwarded for approval.

# 5. CHANGE OF STATUS OR OWNERSHIP OF APPROVED EMPLOYER PARTNERS

The change in status or ownership of an Employer Partner is **notified** to SLEC following completion of the approval processes and associated formal sign-off (please refer to [**Chapter E**](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/E-Institutional%20Approval%20and%20Review.doc) of the Quality Framework). Full details of this process are available in the **Standard Administrative Procedures: Guide to Portfolio Development**.

# 6. SUSPENSION or closure OF AWARDS

Awards may only be suspended for a maximum of **two** **years**. Following the end of the suspension period, the course will be automatically reinstated. If the School/Collaborative Partner does not wish to re-establish the award, they must submit a **PD5** **form** to close the award via **QAV@tees.ac.uk**. This must be submitted before the end of the suspension period to ensure the application link is not re-established.

Schools must liaise with Finance and SRM to ensure all implications for students and applicants have been considered before a recommendation is forwarded to the Academic Registrar (or nominee). Please refer to **Annex 9 Guidance for the Withdrawal of Courses During the Admisisons Cycle** for the process for the withdrawal of a course during the admissions cycle.

Where a suspension or closure of an award involves a TUCP Collaborative Partner, the Academic Registrar (or nominee), will approve a suspension or closure of an award and will notify the TUCP Board.

Further guidance on suspension and closure can be found in the **Standard Administrative Procedures: Guide to Portfolio Development**.

## 6.1 Termination of Courses: Managing the Student Experience and Progression of Students

The University has in place a ‘Student Protection Plan’, a requirement for the Office for Students (OfS) registration. The Plan clearly articulates the measures in place to mitigate against any possible or likely risks to the continuation of study for students, regardless of the location in which the awards are studied. The Student Protection Plan can be found [**here.**](https://www.tees.ac.uk/studenthandbook)

The following guidance is aligned to the Student Protection Plan (1, 2 and 4) and applies to situations where the University ceases to offer an existing award, which students are actively enrolled by a given date.

**Termination of Courses with Collaborative Partners -** Please refer to Quality Framework **Chapter E**.

### 6.1.1 Principles

When ceasing to offer an existing Teesside University award that students are enrolled on, consideration must be given to ensuring that existing students are appropriately informed and supported and that the academic standards of the award and learning opportunities offered continue to be sound. There is no requirement to submit a request for an extension of the approval period until all students have exited the award.

Existing students should progress through the stages of the course in a timely way to enable termination of the arrangement to be effected. Schools will also need to consider the implications in relation to any approved articulation agreements with Partners.

At an early stage, Schools must contact SLAR to discuss how this arrangement will be managed along with the administrative process for notification of the course(s) closure.

## 6.2 Guidance for Existing Students

### 6.2.1 Informing Students

A strategy should be developed to ensure that existing students are informed of the arrangements for terminating the course and the implications this has for them. This should be overseen by the School Student Learning and Experience Sub-Committee (SSLESC). Any options and their implications (e.g., transferring to an award of another Institution or completing studies i.e., teach out, at Teesside University) should be clearly explained.

Students should be clearly informed about the date that their existing course is due to finish according to the course structure they were given at the start of the course. They should be informed that they are expected to adhere to the timescale for completing modules. Completion of the course on a part-time basis is not acceptable (unless they enrolled on an approved part-time route).

Where the Course Team have taken the decision to transfer students from an existing course to a revised or new award (‘big-bang’ implementation), then evidence of student consultation (focus groups, on-line etc.) and written consent on transfer will need to be clearly articulated in the Course Approval Document (CAD) or Course Evaluation Narrative (CEN) and evidenced within the Evidence File.

It should be emphasised that opportunities to take modules beyond the normal period of the course are unlikely to be available and may result in withdrawal from the course and an intermediate award being made. It should be emphasised that submission of assessments by the published deadline is crucial to ensure timely progression. Failure to do so may limit the opportunities available for students to complete their award.

### 6.2.2 Progression Issues

Where students, following reassessment fail to meet the requirements for progression or award within the relevant regulations, Progression & Award Boards should consider where it is feasible, allowing students to progress in line with current [**Assessment Regulations**](https://www.tees.ac.uk/docs/index.cfm?folder=student%20regulations&name=Assessment%20Regulations).

When considering progression, Progression & Award Boards need to consider any pre-requisite requirements. Where pre-requisites have not been met for students to continue on a particular course, where available and requirements are met, students should be offered transfer onto an alternative award/pathway.

## 6.3 Guidance for New Students

### 6.3.1 Informing Students

For new students enrolling on a course where it is known that the course will cease to be offered by a given date, applicants should be informed prior to enrolment that failure to meet the requirements for progression would result in withdrawal from the course with an appropriate intermediate award being made.

Students would be expected to meet the requirements for progression following reassessment (assuming compensation and stage credits have been applied where applicable). Progression & Award Boards could consider restudy opportunities if it is appropriate and feasible. Otherwise, students should be withdrawn from the course and an appropriate intermediate award will be made.

## 6.4 Suspending or Closing Multiple Awards

Further information on suspending or closing multiple awards on one form is available from **Standard Administrative Procedures: Guide to Portfolio Development**.

## 6.5 ‘Shelf-life’ of Approved Titles

In addition to any rationale that the School/Collaborative Partner may have for proposing a standard award closure, the School/Collaborative Partner must submit an Award Closure form for any award that within the **two years** since initial title approval has not:

* + - * + Recruited students, or
				+ Been taken forward to an Approval Event, or
				+ Had a successful Approval Event and signing-off by the Academic Registrar (or nominee).

It is acknowledged that for some approved titles, the ‘shelf-life’/development period for the award title may need to be extended. For any award falling into this category, the proposing School is requested to seek an extension to the standard **two year** title approval period via an email to **QAV@tees.ac.uk****,** which should state:

* The period of extension sought.
* The rationale for the extension.
* Confirmation that the award remains current and contemporary, and that there are no changes to the originally approved proposal form (if there are changes, this would necessitate an update of the proposal form).

 This process must be completed prior to an Approval Event.

## 6.6 Suspension/Closure of University Certificate Short Awards

There is a streamlined process via email for suspension/closure of a standard Teesside University delivered UC short awards (60 credits or less). Full details of this process can be found in the **Standard Administrative Procedures: Guide to Portfolio Development**.

## 6.7 Closure of Partnerships (including Approved Award Titles)

In some circumstances, the University may wish to terminate a relationship with a Collaborative Partner.

The Academic Registrar (or nominee), Director of International Development, or Head of Business Innovation Team (as appropriate), in liaison with the Schools linked to the Partner is required to complete a **PD6 form**.

Any School linked with the closure of a Partnership **must** consult **Section 6.1 Termination of Courses: Managing the Student Experience of Progression of Students** and/or[**Chapter E: Institutional Approval and Review of a Partner,**](http://www.tees.ac.uk/docs/DocRepo/Quality%20handbook/E%20-%20Institutional%20Approval%20%26%20Review.doc) **as defined by typology**.

Following completion of the process, SLAR will be responsible for updating the Collaborative Provision Register.

## 6.8 Re-Open a Closed Award

A request to re-open an award can be made if the following criteria are met:

* The award would normally have been closed for no more than **one** academic year.
* That no changes have been made to the award as originally approved.
* The content of the award remains current and relevant to the sector.
* The original set-up of the course on SITS remains accurate.

Full details of this process can be found in the **Standard Administrative Procedures: Guide to Portfolio Development**.