Document Q8.2

**COURSE CANCELLATION POLICY**

Approved by Academic Board – 20 May 2015

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Next Review: May 2020
Course Cancellation Policy

1 The University of Law's Course Cancellation Policy has been informed by the Quality Assurance Agency’s Quality Code for Higher Education, specifically the Advice and Guidance Monitoring and Evaluation. The QAA’s Quality Code is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This policy sits within the University’s Quality and Standards Code which provides a suite of policies and supporting protocols designed to safeguard the academic standards of the University and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

2 This policy sets out the expectations, key aims and principles, and procedural approach in relation to cancellation of a course by the University.

Responsibility for this policy

3 Ultimate responsibility for the development of clear and effective processes and procedures associated with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

Expectation

4 The University of Law has in place effective processes for the routine monitoring and periodic review of programmes.

Key aims and principles

5 The University of Law:

5.1 has in place a framework for ensuring that appropriate procedures and measures are in place where a course is to be cancelled;

5.2 where a decision to close a programme is made, takes measures to notify and protect the interests of affected students.

Procedural approach

Definition

6 Course cancellation is the decision not to run a course, i.e. a specific mode of a programme from a specific start date in a specific location, after it has been advertised
as available to prospective students, e.g. in the prospectus or on the web-site.

7 A decision to run a course from a different site in close proximity to the original location e.g. London Bloomsbury rather than London Moorgate, is not a course cancellation but a course variation and is governed by a separate policy.

8 A decision to close a programme is not a course cancellation and is governed by a separate policy. This may occur where:

8.1 a programme is permanently withdrawn at a University centre or centres but the centre or centres is continuing to deliver other programmes;

8.2 one of the University’s centres in its current location is being closed and the centre is relocating elsewhere;

8.3 a University centre is discontinuing operations, and the programmes delivered at that centre are being withdrawn. The centre is experiencing a total closure and will not be relocating elsewhere;

8.4 there are significant changes to the character of a programme planned, and such changes may lead to the revalidation of a programme or involve a fundamental change to the nature of a programme or its structure.

Reasons for course cancellation

9 Courses may be cancelled for educational, practical or business reasons, e.g. where student numbers are expected to be so low that the student learning experience will be harmed, or where a centre is unable to resource a course or where a course will not be economically viable.

Process

10 A decision to cancel a course is taken in accordance with the supporting course cancellation protocols which may be amended from time to time.

Protocols

11 The supporting course cancellation protocols are student focused, transparent and time sensitive. They:

11.1 aim to minimise the inconvenience and cost to students of course cancellation;

11.2 seek to enable students to attend a suitable alternative course.
Course Cancellation Policy

What the course cancellation policy means to you

12 The University endeavours to run all the courses it advertises but sometimes this is not possible due to reasons beyond its control; in particular if critical numbers on less popular start dates are not met.

13 In order to minimise the inconvenience and expense of course cancellation to you the University will:

13.1 warn you if a course is at risk of cancellation due to failure to achieve critical numbers;

13.2 use its best endeavours to recruit sufficient students to be able to run the course;

13.3 take into account the regulator’s recommendations and requirements, the educational experience and the circumstances of individuals who have accepted a place on the course in making a decision in relation to cancellation;

13.4 in relation to courses exceeding one week in duration, give you not less than four weeks’ notice of cancellation prior to the start of the course (subject to circumstances beyond our control);

13.5 provide you with help and advice in relation to finding an alternative course with the University;

13.6 if you decide to withdraw, promptly refund your deposit and any fees paid towards the course.

Responsibility for the provision

14 Responsibility for the implementation of Course Cancellation Policy lies with the Academic Board.

Monitoring and evaluation of provision

15 Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

Date for next review

February 2019
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