

ST PATRICK'S



St Patrick's College

Policy and Procedure for Teaching-out Discontinued Programmes

2018 - 2019

Version: 0.2 DRAFT

Approved by [Academic Board / Senior Management Team] on MM/YYYY

Publication Date: DD/MM/YYYY
Last Amendment: DD/MM/YYYY

1. Policy

- 1.1. The College continuously improves, updates and develops its portfolio of academic programmes, and occasionally makes strategic decisions to discontinue recruitment to specific programmes where these are being replaced or substantially changed.
- 1.2. The College's Teach-out Policy addresses the scenario whereby the College will cease to recruit new cohorts for a particular programme and will support students currently enrolled to complete all remaining units prior to its full closure.
- 1.3. The Policy is intended to provide protection and assurances to students on programmes being "taught out" that the College will deliver the programme as agreed at the point of sale. It should be read with the College's Student Protection Plan, which is available on its website.

2. General Principles

- 2.1. Where the College decides that no further cohorts will be recruited to a particular programme, it will set a teach-out plan to manage the transition to full programme closure in such a way that protects the interests of all students that are directly or indirectly affected by the change. This plan will be monitored by the *Admissions and Attendance Panel*.
- 2.2. The College will endeavour to preserve the programme as closely as possible to that agreed at the point of sale during any "teach out" period for currently enrolled students. Where this is not possible the College will consult with student representatives to ensure the student voice is present in the process of specifying changes.
- 2.3. In any case, students currently enrolled on discontinued courses, as well as those applying to a final intake, will be made aware of the teach-out schedule and have clearly explained to them when they must complete their studies.
- 2.4. The College may make group or individual support arrangements for Students who cannot commit to a revised schedule; as a last resort the College may assist students in making arrangements to transfer to alternative institutions offering the same programmes.
- 2.5. The College will take all reasonable steps to ensure that there is no reduction in the quality or value of the learning experience provided during the "teaching out" of a programme; the College will preserve resources required to fully deliver and continually enhance the programme.
- 2.6. To achieve 2.5, the College will closely monitor the progress of programmes designated for "teach out" through its academic committees and students representative structures. This will be overseen by the awarding body (Pearson) as part of the Annual Management Review Process.

3. Components of a “Teach out” Plan

Upon confirmation from the College’s Academic Board that a programme will no longer run the following will be undertaken by the Senior Management Team:

- A Project Manager will be appointed to oversee the “teach out”; they will work with stakeholders from Senior Management, Student Administration and GUS Services to carry out the actions below.
- An audit will be carried out by the project manager (or an appointed officer) to determine how many students currently enrolled will be affected by the “teach-out” and what units and/or other activities are required to complete their programs.
- Based on the report from this audit, the College’s Senior Management Team and Head of Administration will confirm the final delivery schedule of key dates for “teaching out” and closing the programme.
- Where possible the College will try to preserve the timetables originally set. Where this is not possible, the College will ensure the sequencing and timing of revised timetables is reasonable and delivers all guided learning hours required for accreditation.
- Additional support may be specified to provide students to ensure they can complete their studies before completion; the College may seek to make arrangements with another institution offering the same provision locally in the event students cannot complete.
- Academic Board will then review and approve the “Teach-out” plan

Upon approval:

- The College will notify the awarding body (Pearson), as well as its designated contacts within the Office for Students and Department for Education of its intention to cease recruitment for the discontinued programme.

Upon external acknowledgement of the Teach-out Plan:

- Marketing material and advertising for the programme will be withdrawn from the website and all other public listings **within 2 days** of the decision to run no further cohorts, or the completion of the final cohort. Website listing will be replaced by a statement of “teach-out”.
- All affected students will receive a notification of the “Teach-out”, how it might affect them and what additional support the College will provide to ensure they can complete in the given timeframe.

- Administrations teams will be briefed on the situation and how to advise students affected.
- All required returns will be made to the Office for Students and the Department of Education with regard to specific course designation for student support funding.

Additional Considerations

- A suitable communication strategy will be developed and agreed in advance of the announcement of the program closure.
- All “teach-out” plans will be consistent with any requirements and expectations of the programmes’ awarding body (Pearson).
- The College is not obligated to accommodate students who fail to take required units when they are offered under the teach-out plan, or who do not receive passing grades in courses taught under a teach-out plan, beyond the formal end of the teach-out period.
- The College is not obligated to retain faculty members hired or resources purchased for the teach-out plan beyond the end of the teach-out period.

4. Management of Resources during teach-out

- 4.1. Where one programme is being “taught out” it is likely another new programme will be replacing it. Therefore the College will seek to manage its resources in such a way as to ensure that neither students on programmes designated for “teach-out”, nor students on any new programmes are adversely affected during the transition period. Such arrangements will be detailed in the “Teach-out” plan where applicable.
- 4.2. St. Patrick’s College is member of the Global University Systems (GUS) network of schools, colleges and universities. GUS will make available resources and contingencies to assist the College in delivering its programmes as agreed at the point of sale where any issues affecting programme delivery are encountered.

5. Review

This Policy will be reviewed annually by the College’s Senior Management Team; any changes to it will be ratified by the Academic Board.

Document Information

Document owner(s)*: **Name; Title** (+ any designation under this policy)
Name; Title (+ any designation under this policy)

Date of next review: **MM/YYYY**

Document Status: **DRAFT**

Dissemination: **TBC**

**The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the College.*

Version History

Version / Date **0.1 – First draft**

Original author(s): N. Cardy; Project Manager (IAP)

Reviewed by: I. Clottey; Quality Assurance Manager 18/06/2018

Version **0.2 – Revised draft**

Revised by: Name; Title

Revision summary: *Minor alterations, addition of section 5.
 Presented to Acting Deputy Principle*

Approved by: e.g. Academic Board DD/MM/YYYY

Version

Revised by: Name; Title

Revision summary:

Approved by: DD/MM/YYYY

Version

Revised by: Name; Title

Revision summary:

Approved by: DD/MM/YYYY

Version

Revised by: Name; Title

Revision summary:

Approved by: DD/MM/YYYY

Version

Revised by: Name; Title

Revision summary:

Approved by: DD/MM/YYYY