

Policy and Procedure for the Temporary Cessation of an Academic Programme

Policy Subject:	Temporary Cessation of an Academic Programme	Category in Portal:	Academic Standards
Policy Owner:	Academic Development & Standards Committee	Approved by:	ADSC Academic Board
Approval Date:	AB 02-02-2022	Review Date:	02-02-2025

Definitions:

- Temporary Cessation allows for an academic programme to be temporarily ceased (i.e. not opened for recruitment) for a limited period, rather than being permanently deleted from the University's portfolio of programmes.
- A programme must be temporarily ceased if it is decided that a programme should not open for recruitment in a given year or for up to three years. Current/ongoing students will continue on their programme of study and should not be affected by the implementation of the Temporary Cessation of the programme.
- Reference to College in this policy also includes the Centre for Adult Continuing Education (ACE) and Centre for the Integration of Research, Teaching and Learning (CIRTL)
- UG Programmes include undergraduate programmes recruited through the CAO, UCCApply (CRM Recruit), direct entry and ACE.
- PG Programmes include postgraduate programmes recruited through UCCApply, PAC, direct entry, and ACE.

1. Purpose of the Policy

The purpose of this policy and associated procedure is to provide a mechanism for approved programmes leading to an award of the University to be temporarily ceased for a limited period, rather than being permanently deleted from the University's portfolio of programmes.

This policy and procedure also provide a mechanism for Schools and Departments to reactivate a programme within three years.

2. Scope of the Policy

The policy refers to all programmes leading to an award of the University.

This policy document is distinct from the Policy on Cessation of a Subject/Discipline at UCC which governs the termination of a subject area within the University.

3. Policy Statement

A College, School or Department may wish to temporarily cease a programme for several reasons. It is imperative that a decision to temporarily cease a programme is made sufficiently far in advance so as not to disadvantage applicants and to minimise resource waste for all stakeholders; there are many steps involved in opening a programme including the configuration of systems, updates to the prospectus pages and updates to recruitment activities and meeting CAO deadlines. Likewise, there are many steps involved in closing a programme after it has been opened for recruitment including the reimbursement of application fees and liaising with applicants to find alternative study options and updating the prospectus. There is also the risk of reputational damage to the University in withdrawing programmes that are due to run.

Temporary cessation of a programme should not be undertaken lightly and may have a reputational impact on the University or disadvantage students. The reasons why a College, School or Department may wish to temporarily cease an academic programme could include a temporary reduction in demand; absence of key staff; temporary lack of key delivery resources (e.g., laboratories, placement partners, technical equipment); or to re-design the programme.

The formal request to temporarily cease a programme must be initiated by the relevant Head of the Programme Board of Studies/ Programme Coordinator or Head of School.

A programme may be temporarily ceased for up to three years. Schools can reactivate a programme within the three-year window by notifying Academic Board. In the case of postgraduate programmes, this notification must be given as early as possible and no later than the September meeting of Academic Board prior to the opening of the recruitment cycle in October. For undergraduate programmes recruited through the CAO or direct entry, a longer lead in period will be required. (e.g., intake in Sept 2023 should be notified by March 2022)

Following the temporary cessation of a programme for three years it will either (a) be deleted permanently from the University's Portfolio of Programmes or (b) reactivated following approval by Academic Board.

In the case of (b) the content and currency of the programme must be considered by the College and evidenced to Academic Board. Similarly, where a programme is re-designed during temporary cessation, evidence must be provided of suitable external input and/or peer review (e.g., input from Extern Examiners). Academic Board will consider if further input or quality assurance is required and make a recommendation.

A re-introduced programme may not be ceased again under this policy for a period of three years.

4. Procedure

The following procedure should be followed:

4.1 Timelines for planned Temporary Cessation

Sufficient time needs to be allowed for the process of consultation and approval taking account of the annual recruitment cycle and any requirements to notify third parties such as external accreditation bodies, delivery partners, recruitment partners/agents and the Irish immigration authorities (INIS). Programmes delivered with other partners will typically be governed by contracts or Memoranda of Agreement with specific break clauses.

For UG programmes, the process must be completed as early as possible, and all temporary cessations must be notified before February in the year preceding the temporary cessation to meet the CAO cycle.

For PG programmes the process must be completed as early as possible and temporary cessations must be fully approved by the relevant College by 1st October in the year preceding the temporary cessation to align with the opening of the recruitment cycle. For example, college approved temporary cessations must be notified to APAR by 1st October 2022 for any programme which will not open for recruitment in October 2022 for a September 2023 intake. It is recognised that some flexibility is required, and this has been built into the process as detailed in section 4.5 below.

4.2 Advance Consultation

UG programmes: Where the intention is to cease an Undergraduate programme recruited through the CAO or listed in the CAO Handbook, the proposer should discuss with the College Manager in the first instance. The College Manager should contact the Admissions Officer, Deputy Director International and the Head of Academic Programmes and Regulations (APAR) to discuss any other options which may be available in the first instance.

PG Programmes: Where the intention is to cease a postgraduate programme recruited through UCC Apply, PAC or local admissions, the proposer should discuss with the College Manager in the first instance. The College Manager should contact the Head of the Graduate Studies Office and the Head of APAR to discuss any other options which may be available in the first instance.

4.3 Initiation of Temporary Cessation

A request to temporarily cease a programme must be submitted on a TS1 Form and referred by the Head of the Programme Board of Studies/ Programme Coordinator or Head of School to the relevant College for final approval in accordance with local procedures. The request should take cognisance of external accreditation (if any) and involve discussion and sign-off

by (a) a person nominated for this purpose by the relevant College Council (e.g., vice-head of college with responsibility for curriculum matters or chair of the college curriculum committee) and (b) the college financial analyst.

Following approval, the relevant College Office will forward the College-approved TS1 Form to APAR who in turn will notify the relevant impacted offices e.g., Recruitment and Admissions, Student Records and Examinations and Systems Administration. In the case of programmes accredited by any external accrediting body, it will be the responsibility of the Lead College to notify the relevant accreditation body of the suspension.

4.4 Postgraduate Recruitment and Admissions

College-approved TS1 Forms must be forwarded to APAR by the 1st of October to align with the opening of the new recruitment cycle. This will ensure that:

- The programme is not configured and opened for recruitment on UCCApply (or PAC in the case of a handful of programmes).
- A note is placed in the prospectus advising that the programme is not on offer for the next intake.
- The programme is removed from any recruitment campaigns.

Once the 1st of October passes and in extenuating circumstances, if a programme needs to be pulled from the recruitment cycle and temporarily ceased some flexibility is possible for **late temporary cessations**. In this instance, College-approved TS1 Forms must be forwarded to APAR no later than the **25th of January** to facilitate notification to Recruitment and Admissions by the 31st of January so that the programme does not remain open to applicants on UCCApply and the prospectus can be updated to state that the programme is not on offer for the next intake.

Any applicant at this stage must be immediately contacted by the Programme Coordinator or nominee to explain that the programme will not run and to give advice to the applicant about other study options. Any applicant who is not interested in applying for another programme must be reimbursed the application fee. This will be done via UCCApply Support Team and the School/Department will be charged internally by Recruitment and Admissions.

After 25th January and up to 30th April, if a programme cannot run, **permission from the Deputy President and Registrar** must be sought by the relevant Head of College to temporarily cease the programme and process an Emergency Temporary Cessation. If permission is granted:

- A College-approved TS1 Form must be immediately forwarded to APAR for notification to Recruitment and Admissions so that UCCApply does not remain open for the programme.
- Any applicant at this stage must be immediately contacted by the Programme Coordinator or nominee to explain that the programme will not run and to give advice to the applicant about other study options. Any applicant that is not interested in applying for another

programme must be reimbursed the application fee. This will be done via UCCApply and the School/Department will be charged internally by Recruitment and Admissions.

After the 1st May any programme that has an acceptance must run.

4.5 Undergraduate Prospectus (non-CAO/local recruitment)

For non-CAO, locally recruited programmes, College-approved TS1 Forms must be forwarded to APAR who will notify the Admissions Office who will remove the programme from the undergraduate prospectus (publication of the prospectus occurs 18 months in advance of student intake).

Temporary Cessation of programmes after publication of the prospectus will be noted on the Study at UCC website.

4.6 Programmes Recruited via Adult Continuing Education

The temporary cessation and re-activation of Adult Continuing Education (ACE) programmes will be administered by ACE in accordance with this policy.

4.7 Programmes Recruited via the IMI

IMI is analogous to a School for this policy. The temporary cessation and re-activation of IMI programmes will be administered by the College of Business & Law in accordance with this policy.

4.8 Joint and Collaborative Programmes

The temporary cessation and re-activation of joint and collaborative programmes will be proposed and managed by the relevant College in accordance with this policy considering the contractual requirements set out in the Memorandum of Agreement (MoA) or contract between UCC and the collaborating institution(s). The College Manager should contact the Academic Secretary for advice in advance of the submission of the TS1 form for College approval.

4.9 University Calendar and Book of Modules

APAR will note that the programme is not on offer in the University Calendar. During the period of the temporary cessation the programme description will be retained and published in the Calendar; module descriptions will be retained on the CIM Module System but not published in the Book of Modules unless offered on other active programmes.

5. Reactivation and Timelines

To reactivate a programme, the Head of the Programme Board of Studies/ Programme Coordinator or Head of School must complete an MM1 form and submit to the relevant

College for consideration. The request should take cognisance of external accreditation (if any). The College-approved MM1 form must be forwarded by the College to the September Academic Board for final approval

In the case of postgraduate programmes, the Programme Coordinator must alert the Head of Student Recruitment and the Head of APAR no later than 1st June in the year of reactivation. For example, this preliminary discussion between the Programme Coordinator, the Head of Student Recruitment and Head of APAR, must take place by 1st June 2022 for any programme that is expected to re-open for recruitment in October 2022 for a September 2023 intake. Following discussion with the Head of Recruitment and the Head of APAR, if reactivation is to proceed, then reactivation must be **fully** internally approved by Academic Board and notified to APAR by 1st October in advance of the recruitment cycle opening.

The relevant College Office will inform APAR using the appropriate form and APAR will in turn notify the relevant impacted offices e.g., Recruitment and Admissions, Student Records and Examinations and Systems Administration. In the case of programmes accredited by any external accrediting body, it will be the responsibility of the Lead College to notify the relevant accreditation body of the reactivation and take any necessary steps in this regard.

Appendix – Current Approved Dates (AB 01-12-21) for the temporary cessation of postgraduate programmes

Latest date for submission of relevant College approved forms to APAR	Type of temporary cessation	Consequences
01 October	Normal temporary cessation. College-approved TS1 Form submission to APAR to facilitate notification to Recruitment and Admission in advance of the recruitment cycle opening.	<ul style="list-style-type: none"> • The programme is not opened for recruitment on UCCApply • A note is placed in the prospectus advising that the programme is not on offer for the next intake. • The programme is removed from any recruitment campaigns. • The Calendar will note that the programme is not on offer and modules unique to the programme will be removed from the Book of Modules
31 January (to APAR by 25 January for processing)	Late temporary cessation. Latest date for College-approved TS1 Form submission to APAR to facilitate notification to Recruitment and Admission of all late Temporary Cessations.	<ul style="list-style-type: none"> • Recruitment and Admissions must be informed immediately (in parallel with the formal temporary cessation application) so that UCCApply does not remain open for the programme. • All applicants must be immediately contacted by the Programme Coordinator. • Applicants may need fee reimbursed if there is no alternative study option. • The prospectus is updated to state that the programme is not on offer for the next intake. • The programme is removed from any recruitment campaigns • The Calendar will note that the programme is not on offer and modules unique to the programme will be removed

<p>1 May</p>	<p>Emergency Temporary Cessation. Latest date for Registrar to approve Emergency Temporary Cessation.</p>	<ul style="list-style-type: none"> • Recruitment and Admissions must be informed immediately (in parallel with the formal temporary cessation application) so that UCCApply does not remain open for the programme. • All applicants must be immediately contacted by the Programme Coordinator. • Applicants may need fee reimbursed if there is no alternative study option. • The prospectus is updated to state that the programme is not on offer for the next intake. • The programme is removed from any recruitment campaigns • The Calendar will note that the programme is not on offer and modules unique to the programme will be removed
<p>After 1 May</p>	<p>Requests for the temporary cessation of a programme are not considered.</p>	<ul style="list-style-type: none"> • Any programme that has an acceptance must run.