

Policy for the Temporary Cessation of an Academic Programme

(Ref Academic Council 4th March 2016)

This procedure is distinct from the *Policy on Cessation of a Subject/Discipline at UCC* approved by AC on 21 June 2013. That policy provides for a pathway for the termination of a *subject area* within the university, while **this policy clarifies the conditions under which an academic programme can be “parked” temporarily**. Reasons why a College/School/Department may wish not to offer an academic programme could include temporary reduction in demand, absence of a key staff member through sabbatical or illness, or temporary lack of resources. This procedure will provide reassurance to Schools/Departments that they can **reactivate a programme without difficulty within three years**. **If the programme has been suspended for longer than three years, it must be resubmitted for re-approval in accordance with the process governing new programme approval ([here](#))**.

Temporary Suspension of an Academic Programme (non-CAO and Postgraduate)

1. Introduction and Context

This procedure provides for a mechanism whereby non-CAO and postgraduate programmes can be suspended for a limited period of time, rather than being deleted completely from the university’s list of programme offerings.

Note: Where the intention is to suspend or remove an **Undergraduate** programme recruited through the CAO (or a subject included in a programme listed in the CAO handbook) the proposer should contact the Admissions Officer (Jennifer.Murphy@ucc.ie) and the Head of Academic Programmes and Regulations (e.fouhy@ucc.ie) in the first instance. Where the intention is to suspend or remove a **Postgraduate** programme recruited through PAC the programme coordinator should contact the Graduate Studies Office to indicate this in the first instance.

2. Request for Temporary Withdrawal of a Programme

A request to temporarily suspend a **non-CAO or postgraduate programme** may emanate from the Head of College, or the Head of School, or the Chair of the relevant Board of Studies.

3. Procedure for Temporary Suspension

Taking cognizance of external accreditation (if any) and following 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, a request to temporarily suspend a programme shall be referred to the relevant college executive for final approval. The relevant college office will inform the Office for Academic Programmes and Regulations (APAR) who in turn will notify the relevant impacted offices e.g. Graduate Studies Office, Admissions Office, International Office, 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.

A programme may be temporarily suspended for up to three years, following which it will either be (a) removed permanently from the list of programmes on offer by the university, (b) held in abeyance for longer with the approval of the College Executive or (c) re-introduced. In the case of (c) this must

follow the process governing new programme approval (i.e. Outline Programme Approval by Academic Board, followed by full programme approval by the relevant approval panel ([here](#)). A re-introduced programme should not be put into abeyance again under this policy for a period of three years.

The college office will notify APAR to activate the programme in advance of the opening up of recruitment for the following academic year (i.e. PAC roll-over in November). In the absence of this notification the programme listing for each subsequent year up to a total of three years will note that the programme is not on offer. Following the three-year suspension period, the college should advise APAR of the status of the programme going forward in accordance with the process outlined in the preceding paragraph.

3. University Calendar, Book of Modules and Prospectus

3.1 University Calendar and Book Modules

APAR will note the suspension of the programme in the University Calendar (e.g. not on offer for 2017/18). The programme description will be retained in the Calendar; modules descriptions will be retained on DMIS but not published in the Book of Modules unless offered on other active programmes.

3.1 Postgraduate Prospectus

If the suspension is approved in advance of PAC roll over the programme will be removed from the postgraduate prospectus. If approval occurs after recruitment has opened for the next student intake, it will be noted on the prospectus that the programme is not accepting applications. The lead academic unit will be responsible for informing the applicants that the programme will not run and for refunding the PAC application fee to any applicants who applied in advance of suspension of the programme.

3.2 Undergraduate Prospectus (non-CAO/local recruitment)

For non-CAO, locally recruited programmes, APAR 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). Suspension of programmes after publication of the prospectus will be noted on the study@ucc website.

4. Adult Continuing Education Programmes

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