

## Guidance on teach-out arrangements

**Course Leaders, Heads of Departments and School Standards and Quality Managers (SSQMs) should consult this supplement whenever a College Management Team (CMT) approves the withdrawal or suspension of a course and where students are enrolled on, or are to be admitted onto, that course. The purpose of the supplement is to ensure that the quality of the learning experience is maintained for students completing or embarking on the course.**

- 1.1 This supplement has been devised for staff involved in the management of courses in teach-out and should be used in conjunction with the following sections of the Quality Handbook (QH):
  - a. Section 5 - Course development and approval;
  - b. Section 6 – Monitoring, review and reporting;
  - c. Section 7 - Periodic School Review;
  - d. Sections 10A – 10D – for collaborations and partnerships.Colleagues are also advised to consult the UK Quality Code for Higher Education.
- 1.2 In the event of a CMT approving the withdrawal or suspension of a course, the following measures should be taken to notify and protect the interests of students.
- 1.3 The decision, and rationale behind it, should be explained to the student body at the earliest opportunity. This is a Course Leader's responsibility, but the engagement of the Head of Department / Dean may be sought in high profile cases.
- 1.4 An action plan should be initiated outlining the responsibilities for the management of the orderly withdrawal or suspension of the course. The plan should consider the following:
  - a. how student study choices will be maintained or alternatives devised;
  - b. how relevant staff expertise will be retained in light of any reduction in staffing;

- c. the impact the withdrawal will have on physical resources (library provision, IT resources, teaching accommodation, finance, etc.);
  - d. the arrangements for monitoring, supporting and managing the course - both locally and through any collaborative arrangements;
  - e. what, if any, additional support is required to ensure the learning experience is maintained;
  - f. an outline of the support provided for students to help them understand the arrangements that are in place for the teach-out of the course;
  - g. what arrangements are in place for facilitating student transfer to other courses within NTU or at other institutions, if required.
- 1.5 The action plan should be drafted by the Course Leader in consultation with the Head of Department, and may involve the Dean in certain high-profile cases.
- 1.6 Notification of key aspects of the teach-out arrangements should be submitted by the Course Leader to the School Academic Standards and Quality Committee (SASQC) for its consideration and approval (a pro-forma has been devised for this purpose). A copy of the completed pro-forma and confirmation of SASQC approval should be sent to the Centre for Academic Development and Quality (CADQ).
- 1.7 The Course Leader should advise stakeholders of the decision to cease or suspend course operation at the earliest opportunity. The stakeholder list may include:
- a. module leaders;
  - b. collaborative partners;
  - c. Nottingham Trent International College;
  - d. Professional, Statutory and Regulatory Bodies;
  - e. external examiners;
  - f. existing students and offer holders;
  - g. potential students;
  - h. other stakeholders in the course.
- 1.8 Where a cluster of courses or a subject is placed in teach-out, it is recommended that a task group is convened (to include the Head of Department, course team(s) representatives, students, support and technical staff, etc.). The task group should meet regularly to monitor and ensure the quality, standards, fairness and equality of opportunity during the teach-out. This task group should report regularly to the SASQC.
- 1.9 A teach-out plan exemplar is provided below:

### Notification of teach-out arrangements (exemplar)

<b>School:</b>	School of anywhere
<b>Name of course(s), mode of study:</b>	BSc (Hons) Life Skills, full time
<b>Reason for withdrawal:</b>	Numbers entering the course are too low to sustain the viability of the course and maintain an adequate student learning experience.
<b>Date withdrawal authorised by CMT:</b>	30 February 2016
<b>How will the learning experiences and opportunities of students be maintained?</b>	The School is honouring its commitment to existing students, but is also offering to facilitate their transfer to other courses within the School or to similar courses at other universities. All teaching and learning resource commitments will be maintained until the final cohort completes.
<b>Have all stakeholders been informed?</b> <b>Relevant stakeholder categories include:</b> <ul style="list-style-type: none"> <li>• <i>existing students; offer holders; prospective students;</i></li> <li>• <i>collaborative partners; Nottingham Trent International College;</i></li> <li>• <i>external examiners; Professional, Statutory and Regulatory Bodies;</i></li> <li>• <i>all staff involved with the course within the relevant School(s) and College(s). Also provide details of any collaborative arrangements including Advanced Standing Agreements (ASAs), articulation and progression agreements</i></li> </ul>	<p>All existing students have been consulted about the withdrawal and have been given details about their opportunities for transfer – prospective students have been notified.</p> <p>The external examiners and the professional body have been informed.</p> <p>Our collaborative partner in Malaysia has been kept fully informed and we have confirmed with Legal Services that we are operating within the terms of our Collaborative Agreement in terms of our withdrawal from that Agreement.</p>
<b>Is there an action plan and are there arrangements for monitoring that plan?</b> <i>Please note that you do not need to give full details of the action plan.</i>	Yes, an action plan with key milestones has been approved by the course team and Head of Department, and will be carefully monitored.
<b>Date of withdrawal:</b> <i>Please state last date of intake and when the final cohort should complete.</i>	The last intake was in September 2015 – the final cohort in the UK and Malaysia should complete in summer 2018, with retakes completing in summer 2019.
<b>Date this form agreed by SASQC:</b>	1 July 2016

This notification has been completed by the Course Leader (in consultation with the Head of Department) and is intended to brief SASQC on the teach-out arrangements for a course that has been withdrawn or suspended by CMT. SASQC is asked to approve the teach-out arrangements and forward the form to CADQ.

Signed: ..... (Course Leader)

Signed: ..... (Head of Department)

Signed: ..... (Dean)\*

\* The Dean's signature is only required in high profile cases.

<b>Policy owner</b>
CADQ

<b>Change history</b>			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	None
Sept 2017	12.09.17	01.10.17	None
Sept 2018	12.09.18	01.10.18	Inclusion of Nottingham Trent International College as a stakeholder

<b>Equality Impact Assessment</b>		
<i>Version:</i>	<i>EIA date:</i>	<i>Completed by:</i>
Sept 2016	N/A	