

## Programme Suspensions and Discontinuation Procedure

The University has a formal process for discontinuing courses and this must be processed via the Quality and Validation Unit, preferably at appropriate times ahead of recruitment cycles. [Requests for programme suspension or discontinuation](#) should normally be made at least 8 months prior to the start of the academic year, before the recruitment cycle commences. So for programmes starting in September, the Request should be submitted by the end of the previous January.

### Procedure for Standard Programme Suspensions or Discontinuation

- The School should complete the [Request to Suspend / Delete a Scheme of Study](#) form and submit to the Quality Assurance and Validation Unit (QAV);
- Approval will be sought from the PVC-T&L;
- Once approved, QAV will update the course control document to 'Suspended / Deleted';
- QAV will disseminate the approved course change information to all relevant departments, including Admissions and central Marketing (CCM and IEC);
- The College Marketing Managers should ensure that all promotional literature is updated accordingly.

### In-Cycle Suspensions or Discontinuations

#### Context

In exceptional circumstances, the University may be required to make significant changes to programmes during the admissions cycle, or even discontinue programmes of study. CMA requires that applicants and offer-holders are informed at the earliest opportunity, of changes to the programmes on offer and that we also make every effort to assist applicants with alternative course arrangements.

All of the arrangements, communications and assistance for such mid-cycle changes are the responsibility of the School/College concerned. Such arrangements must be done by the School/College, and any resulting changes to offers, once agreed with the applicants, should then be returned to the Admissions Office for formal processing.

Please see the [BU Admissions Policy](#) statement on Course Changes or Discontinuation.

#### Procedure

- Inform Admissions immediately, if an in-cycle suspension or discontinuation is under consideration so that all new applications received can be placed on-hold, pending confirmation / approval. Marketing (CCM, IEC and BUIC - [buic@bangor.ac.uk](mailto:buic@bangor.ac.uk)) should also be notified that such a change (i.e. discontinuation or suspension of a programme) is under consideration so as to inform relevant in-cycle activities (e.g. Open Day planning, advice given at HE Fairs and recruitment events).
- The School should complete the [Request to Suspend / Delete a Scheme of Study](#) form and submit to the Quality Assurance and Validation Unit (QAV);
- Approval will be sought from the PVC-T&L;
- Once approved:
  - The College / School must contact every applicant and offer holder (as detailed below). Template letters are available from the Admissions Office. The draft letters, and a list of recipients, must be reviewed and approved by the Head of Admissions before being sent. A reasonable deadline for responses should be noted in the

- communication, together with a statement of the default action if the applicant / offer-holder does not respond by this date;
- Responses / final decisions from the contacted Applicants and Offer-holders should be forwarded to the Admissions Office for formal processing according to their choices. These will be retained centrally for audit purposes. The decisions should be emailed to:
    - [admissions@bangor.ac.uk](mailto:admissions@bangor.ac.uk) for undergraduate Home/EU applicants / offer-holders
    - [postgraduate@bangor.ac.uk](mailto:postgraduate@bangor.ac.uk) for postgraduate Home / EU applicants / offer-holders
    - [Internationaladmissions@bangor.ac.uk](mailto:Internationaladmissions@bangor.ac.uk) for International applicants / offer-holders
  - The College / School should notify QAV when all of the Applicants and Offer-holders have been contacted;
  - The College / School should liaise with the Admissions Office on any applications which have not been placed on-hold (processed);
  - Admissions will notify QAV once all records have been update to reflect the alternative choices of the applicants / offer-holders;
  - Only once all applicants within the system have been dealt with can QAV officially discontinue / suspend the programme in Banner (and until this time, applications can still be submitted;
  - QAV will update the course control document to 'Suspended / Deleted';
  - QAV will disseminate the final approved decision about the discontinuation or suspension of a course to all relevant departments, including Admissions and central Marketing (CCM and IEC).
  - The College Marketing Managers should ensure that all promotional literature is updated accordingly.

### Communications to Applicants and Offer-holders.

If significant changes or discontinuation happens between application or offer of a place and completion of registration, the College / School is responsible for:

- contacting the applicants at the earliest opportunity to inform them of the change / discontinuation of the programme;
- providing advice and support regarding the impact of the changes;
- providing information on any options and/or alternatives available to them;
- where appropriate, giving help in application or securing an alternative offer internally or at another institution.

The following template letters are available from the Admissions Office:

1. Offer holders (C / U / CF / UF / CI / UI)
2. Applicants in the system
3. A reminder letter which was also issued.