FLOW CHART FOR DISCONTINUATION OF A NAMED AWARD

COLLABORATIVE PROVISION
Discontinuation can be proposed by a member of VCEG or Dean of School in full consultation with collaborative partner. Proposal for discontinuation can also be initiated by provider, for submission to VCEG or appropriate Dean of School in the first instance. Prior consultation with Registrar & Director of Student Services required.

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Submission of proposal to School Board for consideration

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School Board submits proposal to Academic Services for stakeholder approval

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Academic Services submits proposal to Vice-Chancellor for approval

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If discontinuation is approved, Registrar & Director of Student Services notifies Head of Marketing & Communications and provides formal notification to provider

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Discontinuation noted at CPC

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At School Board immediately following VC approval of discontinuation, nominated member of academic staff drafts exit strategy and report for consideration by School Board

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Exit strategy taken at CPC

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At all subsequent School Boards – report against exit strategy with final report when there are no longer students registered on the award

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Subject-level and School-level annual monitoring reports take account of discontinuations

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Annual update of discontinuations taken at AQSC (June) and CPC (July)