**Annex B: Approval of Taught Courses, Suspensions and Withdrawals**

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# **Overview of this Annex**

This Annex of the Code of Practice sets out the processes and procedures for approval of courses proposed by a Division unilaterally or in collaboration with other Divisions or partner providers.

New courses submitted directly by partner providers, such as the Validated Institutions or the Partner Colleges, are subject to the procedures set out in Annex L of this Code of Practice.

This annex applies to:

* New courses
* Probationary reviews of new courses
* Revisions to courses
* Review of courses where there are sustainability and viability concerns
* Suspensions of courses
* Reinstatement of previously suspended courses
* Withdrawal of courses

## **Consulting Other Documents**

This Annex must be followed in conjunction with:

* [Annex A: Requirements for Taught Courses of Study](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-a.docx)
* [Annex A Appendix A: Requirements for Modules](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-a-appendix-a.docx)
* [Principles of Compliance with Consumer Protection Laws](https://www.kent.ac.uk/education/documents/cma/principles-of-compliance-with-consumer-rights-protection-laws.docx)
* [Policy on Communication with Applicants and Students](https://www.kent.ac.uk/education/documents/cma/policy-on-communication-with-applicants-and-students.docx)
* [Annex C: Approval of Modules, Suspensions and Withdrawals](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-c.docx)
* [Assessment Regulations Framework](https://www.kent.ac.uk/education/regulatory-framework/assessment-regulations-framework)

## **Glossary**

BCC – Business Case Committee

CASC – Course Approval Sub-Committee

CMA – Competition and Markets Authority

DDESE – Divisional Director of Education and UG Student Experience

DDGSSE – Divisional Director of Graduate Studies and PG Student Experience

DESEC – Divisional Education and Student Experience Committee

DGSSEC – Divisional Graduate Studies and Student Experience Committee

ESEB – Education and Student Experience Board

GRCB – Graduate and Researcher College Board

MORA – Marketing, Outreach, Recruitment and Admissions

QACO – Quality Assurance and Compliance Office

# **PART A: APPROVAL OF NEW TAUGHT COURSES**

The process for the development and approval of new courses of study consists of three phases of consideration by Division and University committees, each of which has areas of specific focus:

## **What Constitutes a New Course**

The following examples will be considered as new courses and will require BCC consideration:

* New course that has not been previously offered.
* A new pathway[[1]](#footnote-2) added to an already existing course if its provision of new modules includes 50% or more of the credit at the degree classification stages.
* ‘Year in’ (intercalated course).
* Foundation year to an existing course.
* Adding a minor subject (e.g. a language) to an existing course.
* Existing course to be delivered on a different campus.

## **Phase I – Planning and Development of a New Course**

Divisions may develop new course proposals at any point in the academic year and in doing so should follow the process outlined below:

* The proposal of a new course is considered at the Divisional Education and UG Student Experience Committee or Divisional Graduate Studies and PG Student Experience Committee and noted in the minutes.
* A Divisional Course Lead is identified (see section 9.2 below for further detail of this role).
* The Division’s student representatives are consulted on the proposal formally in a meeting of the relevant Student Voice Forum (timing may require a specially convened meeting, where necessary).
* Divisions wishing to develop an apprenticeship course must do so in conjunction with Global and Lifelong Learning
* The Division must have completed an Initial Market Research report.
* The Division must have consulted Course Marketing and Recruitment deadlines[[2]](#footnote-3) when proposing the start date of the new course.

### **Business Case Committee (BCC)**

The Business Case Committee (BCC) is a body that is empowered to act on behalf of the Executive Group and will consider:

* New course proposals
* Reinstatements of previously suspended courses
* Probationary reviews of new courses
* Courses where there are concerns regarding viability and sustainability
* Course Approval Sub-Committee (CASC) referrals of the revised courses where there are concerns regarding viability and sustainability of the revised course
  1. BCC Membership
     1. BCC membership is as follows:
* Deputy Vice Chancellor for Strategy and Performance *or nomin*e*e* (the Chair)
* Dean of the Graduate and Researcher College
* Director of Marketing, Outreach, Recruitment and Admissions (MORA)
* Strategic Lead of Medway
* Director of Strategic Planning and Performance
* Director of Operations (by rotation)
* Director of Division (by rotation)
* Chair of CASC
* Director of Global and Lifelong Learning (or nominee), for apprenticeship proposals

In the event of the non-availability of the Chair, one of the members listed above may be deputised to act on their behalf.

* + 1. In addition, for each Division submitting a proposal:
* Divisional Directorate representative (normally Director of Education and Student experience or Director of Graduate Studies and Postgraduate Student Experience)
* Director of Operations
* Divisional Directorate representative of any Division with adjacent subject areas
  1. Minimum BCC Membership Requirements

As a minimum, comments on the new course proposal should be received from the Director of MORA and the Director of Planning and Student Information, before being considered by the Chair.

The proposal will not be approved if there are significant concerns from any of the BCC members and/or other stakeholders that were invited to comment.

1. BCC Responsibilities (Terms of Reference)

BCC is responsible for ensuring that any new course proposals, proposals to reinstate the suspended courses and courses reviewed due to concerns of sustainability are viable and are consonant with the University Plan, the Education and Student Experience Strategy, the Internationalisation Strategy, the Student Employability Strategy and, where relevant, the Graduate and Researcher College Strategy and Divisional Plans.

In meeting the responsibilities set out above, the BCC will:

* 1. Determine whether the proposal is financially viable and meets the business needs. In doing so, it will consider the impact on other areas of work, including the number of non-viable courses within the portfolio.
  2. Determine whether the proposal is sustainable and has strong evidence that it will meet the predetermined student numbers for viability.
  3. Determine the strategic fit of the proposal with the existing portfolio, institutional strategies and education objectives.
  4. Determine whether each cohort of students will receive sufficient physical and digital learning resources and if the resourcing plan has taken this into consideration.
  5. Determine whether the staff team that will design and deliver the course is sufficient in number and appropriately qualified and deployed effectively to deliver in practice.
  6. Determine whether each cohort of students will receive sufficient academic and personal support, as appropriate to the content of the course.
  7. Consider continuation, completion and progression data of courses in a similar subject area against the Office for Students (OfS) thresholds to determine whether courses are likely to meet OfS thresholds for successful outcomes for all students (OfS Condition B3).

1. BCC Consensus Regarding the Proposal

The views of all BCC members of will be taken into account when reaching a consensus about the proposal.

1. Submitting New Course Proposals to BCC
   * 1. All submissions should be made using the New Course Proposal to the Business Case Committee template ([Appendix B of Annex B of the Codes of Practices for Taught Courses of Study](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.kent.ac.uk%2Feducation%2Fdocuments%2Fcode-of-practice-taught%2Fcode-of-practice-taught-annex-b-appendix-b-bcc-application.docx&wdOrigin=BROWSELINK).).
     2. The New Course Proposal to the Business Case Committee template will be completed by the Division proposing a new course and will cover the following matters: market research and planning, staff, physical and digital resources, strategic fit to the University, value for students, collaborative provision and financial viability.
     3. Additional guidance on the submission of outline proposals for new collaborative courses of study is set out in [Appendix A](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-b-appendix-a.docx) of Annex B of the Codes of Practices for Taught Courses of Study.
     4. Where a new apprenticeship course is being introduced, the proposal must be completed and signed off by the Director of Global Life Learning (or nominee).
2. Documentation Required by BCC

The documentation required for consideration of new course proposals by the Business Case Committee (BCC) will include:

* + 1. New Course Proposal to the Business Case Committee (Annex B Appendix B);
    2. Information about staff resources (available on Staff Connect[[3]](#footnote-4));
    3. Continuation, completion and progression data of courses in a similar subject area (OfS Condition B3)[[4]](#footnote-5);
    4. Data on recruitment of courses in a similar subject area.

1. BCC Meetings
   * 1. BCC meetings will take place virtually with in-person meetings convened where deemed necessary.
     2. BCC meetings will be serviced by the Quality Assurance and Compliance Office (QACO).
2. BCC Recommendations for New Courses

BCC will consider the new course proposal and decide whether it should be **approved** or **rejected** and recommend one of the following:

* + 1. That the proposal is approved, with expedited recruitment (normally only for apprenticeships or validate courses).
    2. That the proposal is approved, and its start date will be the next entry point as applicable to the marketing and recruitment cycle for either UG or PG courses.
    3. That the proposal is approved, subject to any comments being addressed by the Division and approved by CASC.
    4. That the proposal is approved pending further clarifications and insight corroborating position which will be addressed via the Chair’s actions.
    5. That the proposal is not approved, but the Division can resubmit the proposal when the comments have been addressed.
    6. That the proposal is not approved, and further resubmission of the proposal is not permitted.

1. Maximum Period of Validity of BCC approval

New courses approved by BCC must complete the Curriculum Development phase and be submitted to CASC no later than 12 months after BCC approval. Any course submitted to the Course Approval Sub-Committee (CASC) after this period must be resubmitted to BCC.

## **Phase II - Divisional Level of Course Development and Approval**

Where a proposal of the new course has been approved by the Business Case Committee (BCC), it will enter the Divisional Level of Approval Process which involves course development by a Divisional Curriculum Group.

### **Divisional Curriculum Group**

A Divisional Curriculum Group will be formed to draw up the detailed submission of a new course.

* 1. Divisional Curriculum Group Membership

The Divisional Director of Education and UG Student Experience/ Divisional Director of Graduate Studies and PG Student Experience (or nominee) will normally act as the Chair and will select group members from the following:

* Divisional Director of Education and UG Student Experience (DDESE)/ Divisional Director of Graduate Studies and PG Student Experience (DDGESE) *(or nominee)* - Chair
* Divisional Course Lead (see section 9.2 below for further detail)
* An appropriate representative from a different subject area
* Divisional QA and Accreditations Manager
* A representative from the Quality Assurance and Compliance Office (QACO)
* Divisional Learning Technologist (where relevant)
* A representative from Student Support and Wellbeing
* A representative from Global and Lifelong Learning (for apprenticeship courses)
* Commentary from any relevant internal and external stakeholders (see sections 12 – 14 below)
  1. Divisional Course Lead

The Divisional Course Lead should be:

* An academic member of staff from within the proposing Division
* Preferably, the academic staff member with the greatest investment in the development of the proposal

1. The Divisional Course Lead Responsibilities

The Divisional Course Lead will be responsible for:

* Taking the lead in developing the curriculum
* Taking the lead in formulating the structure of the course
* Taking the lead in the production of the course and module specifications (and any other relevant documentation)
* Ensuring that the above work is completed by the agreed deadlines

The expectation is that the Divisional Course Lead will have an understanding of the requirements of the relevant Annexes outlined in the documentation section above.

1. Responsibilities of the Divisional Curriculum Group

The Divisional Curriculum Group should focus on the following matters when considering proposals:

* 1. Adherence with [Annex A: Requirements for Taught Courses of Study](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-a.docx).
  2. Adherence with [Annex A Appendix A: Requirements for Modules.](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.kent.ac.uk%2Feducation%2Fdocuments%2Fcode-of-practice-taught%2Fcode-of-practice-taught-annex-a-appendix-a-requirements-for-modules.docx&wdOrigin=BROWSELINK)
  3. Adherence with the [Assessment Regulations Framework](https://www.kent.ac.uk/education/regulatory-framework/assessment-regulations-framework).
  4. Adherence with the Division’s assessment strategy.
  5. Adherence to any professional body requirements (subject related).
  6. Adherence to requirements of the [Credit Framework](https://www.kent.ac.uk/education/regulatory-framework/credit-framework), including compensation, trailing, condonement and level.
  7. Confirmation of appropriate progression throughout the stages of the course.
  8. Whether the course reflects current research or other advanced scholarship carried out by academic staff in the academic department, where appropriate to the proposal.
  9. Adherence to the University’s policies on accessibility and developing inclusive curricula.
  10. Engagement with the University’s policies on internationalisation.
  11. Adherence to the requirements of the Competition and Markets Authority (CMA) guidance as set out in [Compliance with Consumer Protection Laws](https://www.kent.ac.uk/education/regulatory-framework/policies-and-procedures-examinations-guidance#cma-compliance), where applicable.
  12. Where the course is an apprenticeship, adherence to the Apprenticeships Standards, including a mapping between the Knowledge, Skills and Behaviours.
  13. Adherence to the requirements for UKVI compliance.
  14. Any other matters considered appropriate by the Divisional Curriculum Group.

### **Internal Stakeholders for New Courses**

When developing and considering new courses, the proposals should be considered by the following internal stakeholders, as appropriate:

* Current students should be consulted on the proposal at an early point in its development, either via the relevant Student Voice Forum or a special meeting convened for this purpose.
* The Centre for the Study of Higher Education (CSHE) should be consulted about assessment practice and the course-level assessment strategy and when developing innovative practices in learning, teaching and assessment.
* The E-Learning Team must be consulted in advance where it is envisaged that the course may be delivered remotely via digital technologies.
* Advice in order to ensure that learning, teaching and assessment practices are inclusive will be provided by the representative of Student Support and Wellbeing.
* The Student Immigration Compliance Team should be consulted to ensure that the course meets the requirements for UKVI compliance.
* At least one of the above individuals must be a representative of the specific campus or campuses where the course will be delivered.

### **External Stakeholders for New Courses**

The Division should consult appropriate external stakeholders as relevant (such as professional bodies, accrediting bodies or employers) for input on its plans for the course.

* 1. Consulting External Academic Adviser
     1. For a new course where new modules equate to 50% or more of the credit at the degree classification stages, a supporting statement from an external academic adviser (or advisers, if appropriate to the proposal) should be provided, along with a written response from the Division to any issues raised.
     2. The external adviser’s supporting statement might usefully comment on:
* Curriculum content of the course – are all subjects included that would be expected in order to achieve the award title, and does the course fit together as a coherent entity?
* Does the course content progress in an appropriate manner and at the correct level?
* Any other areas of note considered appropriate by the external adviser.

A template pro forma for this commentary can be found at [Appendix G](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses) of Annex B of the Codes of Practice.

### **Other Stakeholders**

Note that the above list of internal and external stakeholders is not exhaustive and other stakeholders should be consulted, as appropriate to the individual proposal.

### **Documentation Required by the Divisional Curriculum Group**

The documentation required for developing new course(s) by the Divisional Curriculum Group will include:

* New Course Proposal to the Business Case Committee and BCC commentary.
* Course Specification on the approved template.
* Specifications for all compulsory modules, with tracked changes where any existing modules have been revised to fit the new course.
* Specifications for new and revised optional modules (where such modules had been developed and/or revised to fit the new course), with tracked changes.
* External Academic Adviser commentary, where new modules equate to 50% or more of the credit at the degree classification stages.
* A statement indicating how the course reflects the requirements of professional or statutory bodies, where applicable.
* The relevant extract of the Student Voice Forum minutes (or similar bespoke group) that notes the student discussion of the proposed course specification (see [Annex M: Student Evaluation](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-m.docx) section 5).
* Any other documentation and/or commentary from stakeholders outlined in sections 4 and 5 above, as appropriate to the proposal.

### **Divisional Curriculum Group Meetings**

* 1. The Divisional QA and Accreditations Manager (or nominee) will take the lead in co-ordinating the work of the Divisional Curriculum Group that will develop the approved proposal.
  2. The Divisional Curriculum Group should meet on at least one occasion or more frequently as required over a two/three-week period, depending on the complexity of the proposal.
  3. After the initial meeting, matters may be progressed via email correspondence between the group members.
  4. The Divisional QA and Accreditations Manager will keep a formal record of these meetings and the development of the proposal on the Course and Module Approval System.
  5. While all of the non-Divisional team members will provide advice and guidance on the development of the curriculum and on the production of the course/module specifications and related documentation, it remains the Division’s responsibility to undertake these tasks and ensure that the proposal proceeds in a timely fashion.

### **Approval of the Finalised Proposals at the Divisional Level**

* 1. Every course specification and module specification, whether new or revised, will be subject to scrutiny and the final decision of the Divisional Director of Education and UG Student Experience (DDESE)/Divisional Director of Graduate Studies and PG Student Experience (DDGSSE).
  2. Should the DDESE/DDGSSE be satisfied with the finalised proposal of the new course, they can recommend the proposal’s submission to the Course Approval Sub-committee (CASC) for consideration.
  3. All Divisional consideration records, including associated documentation, must be recorded on the Course and Module Approval System for audit purposes.

## **Phase III – University Level Approval of New Taught Courses**

The University level of approval process involves the Course Approval Sub-committee (CASC) and its Approval Panel.

### **Course Approval Sub-Committee (CASC)**

CASC, on behalf of the Education and Student Experience Board, will consider proposals of new taught courses, revisions to existing courses, including suspensions and withdrawals.

CASC, on behalf of the Graduate and Researcher College Board, will consider proposals of new research courses, revisions to existing courses, including suspensions and withdrawals.

### **CASC Membership**

CASC membership is as follows:

* CASC Chair
* Six Divisional Directors of Education and UG Student Experience (DDESE)
* Six Divisional Directors of Graduate Studies and PG Student Experience (DGSSE)
* Director of Global and Lifelong Learning (or nominee)
* The Head of Quality Assurance and Compliance
* The Graduate and Researcher College Head of Operations
* The Head of Student Support and Wellbeing (or nominee)
* Head of Admissions (or nominee)
* Director of Marketing, Outreach, Recruitment and Admissions (MORA) (or nominee)
* The Student Immigration Compliance Manager (or nominee)
* Secretary of CASC
* The Divisional Course Lead (or nominee) to attend in support of the specific course proposal in order to answer any questions that the Sub-committee might raise and to receive feedback.

### **Minimum CASC Membership requirements**

* + 1. As a minimum, the comments on the course proposal should be received from two DDESEs/DGSSEs, and the Head of Quality Assurance and Compliance, before being considered by the Chair.
    2. Where the minimum membership has not been reached, the Sub-committee’s recommendations will be subject to ratification by the absent members before they may be confirmed.
    3. Any recommendations requiring confirmation during the long vacation will only require the agreement of two Divisional Directors of Education and UG Student Experience and two Divisional Directors of Graduate Studies and PG Student Experience, without further consultation.

### **CASC Consensus Regarding the Proposal**

* + 1. The views of all members of CASC will be taken into account when reaching a consensus about the proposal.
    2. The proposal will not be approved if there are significant concerns from any of the CASC members.

### **CASC Approval Panel**

* 1. CASC Approval Panel is a standing group of CASC and will be convened to consider:
* New course proposals in their entirety;
* Proposals to revised courses as outlined in 37.1.1 and 37.1.2 below;
* Any other proposals at the discretion of the CASC Chair.
  1. The CASC Approval Panel will consider the proposals in their entirety including the module specifications, that normally would not form a part of the submitted documentation to CASC.
  2. The CASC Approval Panel will report its comments and recommendations at the next CASC meeting.

### **Membership of the CASC Approval Panel**

CASC Approval Panel will comprise the following members:

* CASC Chair
* Head of Quality Assurance and Compliance (or nominee)
* Two DDESE/DGSSE outside of the Division that put the proposal forward
* QACO Representative (for note taking)
* Other CASC members and internal stakeholders might be consulted, as appropriate to the proposal
* The Divisional Course Lead (or nominee) will be invited to answer any questions that the Sub-committee might raise and will receive feedback

### **Appointing the CASC Chair**

* 1. The Chair of the Education and Student Experience Board (ESEB) may elect to appoint the Chair of CASC.
  2. Where the Chair of ESEB decides not to make this appointment, the Divisional Directors of Education and UG Student Experience (DDESE) and the Divisional Directors of Graduate Studies and PG Student Experience (DDGSSE) will elect one of them to act as the Chair of CASC for the coming/remainder academic year.

### **Duties of the CASC Chair**

The duties of the Chair of CASC will include:

* Leading the meetings of the Sub-committee and its Approval Panel
* Agreeing the minutes as the official record of the meetings
* Taking action on the behalf of the Sub-committee outside of meetings with regard to confirming the satisfaction of the conditions of approval relating to any particular proposal (except where these have been formally remitted to the appropriate DDESE/DDGSSE)
* Considering course suspension and withdrawal requests for advertised courses in between CASC meetings in order to ensure swift communication with affected applicants/students, if approved
* Dealing with any other matters relevant to the terms of reference of the Sub-committee on its behalf as might from time-to-time arise

In the event of the non-availability of the Chair, a DDESE/DDGSSE may be deputised to act on their behalf.

### **CASC and CASC Approval Panel Responsibilities**

CASC and its Approval Panel are responsible for making a detailed assessment of the design, level, coherence and currency of the curriculum under approval and of the capacity of the Division to provide learning opportunities sufficient for students to achieve the intended learning outcomes.

**The terms of reference of CASC and CASC Approval Panel are to:**

* Determine whether the proposed new course or proposed revisions to an existing course meet the requirements set out in [Annex A](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-a.docx) by:

1. Evaluating whether the proposal is up-to-date.
2. Evaluating whether the proposal provides educational challenge.
3. Evaluating whether the proposal is coherent.
4. Evaluating whether the proposal demonstrates that the new course/revisions can be effectively delivered.
5. Evaluating whether the proposal ensures that all students develop relevant skills, as appropriate to the subject matter of the course.
6. Evaluating whether the proposal ensures sufficient physical and digital learning, when considering proposed revisions to courses.
7. Evaluating whether the staff team that delivers the course is collectively sufficient in number when considering proposed revisions to courses.
8. Evaluate whether the staff team that designs and delivers the course is appropriately qualified and deployed effectively to deliver in practice, when considering proposed revisions to courses.
9. Evaluate whethereach cohort of students receives sufficient support,when considering proposed revisions to courses.
10. Evaluate whether each cohort of students have opportunities of effective engagement.
11. Evaluate whether the proposed course meets the requirements set out in the Assessment Regulations Framework.

* Determine whether the course specification can be delivered, learning outcomes achieved, and quality and standards maintained.
* Determine whether the proposed course is set at the required academic level and is consistent with any appropriate external reference points (e.g. PSRB requirements).
* Determine whether the proposal meets the requirements of the University’s Code of Practice for Quality Assurance and the Credit Framework.
* Evaluate any additional commentary and the proposing Division’s response. Where a proposal has been amended in the light of comments received, a statement should be provided by the Division indicating the nature of such amendments.

### **Documentation Required by the Course Approval Sub-Committee and its Approval Panel**

New course proposals will be considered by the Course Approval Sub-Committee (CASC) Approval Panel, as set out in section 18 above.

The documentation required by the CASC Approval Panel will include:

* New Course Proposal to the Business Case Committee and BCC commentary.
* Course Specification.
* Specifications for all compulsory modules, with tracked changes where any existing modules have been revised to fit the new course.
* Specifications for new and revised optional modules (where such modules have been developed and/or revised to fit the revised course), with tracked changes.
* Documentation outlined in section 15 above, as appropriate to the proposal.

### **CASC Meetings**

* 1. Meetings of CASC will be normally staged on a monthly basis from October to July.
  2. The meetings of CASC will be convened and serviced by the Quality Assurance and Compliance Office (QACO).

### **CASC Approval Panel Meetings**

* 1. Meetings of the CASC Approval Panel will be arranged as required and no frequently than monthly.
  2. The meetings of CASC Approval Panel will be convened and serviced by the Quality Assurance and Compliance Office (QACO).

### **Recommendations Available to the CASC Approval Panel**

Based on its assessment, the Panel is empowered to make one of a number of recommendations on behalf of CASC:

* 1. That the proposal be approved in its current form.
  2. That the proposal be approved subject to the prior satisfaction of specified conditions reported to CASC and set out in the minutes of the approval meeting. These conditions might include revisions to the proposal or provision of additional resources – to be signed off either by the Chair of CASC or, at the discretion of the Sub-committee, by the appropriate DDESE or DDGSSE.
  3. That the proposal be resubmitted in a revised form for further consideration by the Panel.
  4. That the proposal be referred to BCC due to concerns regarding staff and physical resources and/or any other concerns in relation to the proposal's viability and sustainability (for proposed revisions to approved courses).
  5. That the proposal be rejected.

### **Decisions Available to CASC**

Based on its assessment, CASC is empowered to make one of a number of decisions on behalf of ESEB or GRCB:

* 1. That the proposal be approved.
  2. That the proposal be approved subject to the prior satisfaction of specified conditions set out in the minutes of the approval meeting. These conditions might include revisions to the proposal or provision of additional resources – to be signed off either by the Chair of CASC or, at the discretion of the Sub-committee, by the appropriate DDESE or DDGSSE.
  3. That the proposal be resubmitted in a revised form for further consideration by the Sub-Committee.
  4. That the proposal requires further scrutiny by the CASC Approval Panel.
  5. That the proposal be referred to BCC (due to concerns regarding staff and physical resources and/or any other concerns in relation the proposals viability and sustainability (for proposed revisions to approved courses).
  6. That the proposal be rejected.

In addition, CASC will confirm the recommendations made by the CASC Approval Panel.

### **Additional Information Regarding CASC and its Approval Panel Recommendations/Decisions**

* 1. CASC or the CASC Approval Panel, when recommending that the proposal be approved subject to any conditions that it wishes to set, will decide on the deadline for meeting these conditions and whether they should be signed off by the Chair or by theappropriate DDESE/DDGSSE.
  2. Failure to meet the conditions by the set deadline may result in the withdrawal of conditional approval and entail the resubmission of the course proposal.
  3. The status of the conditional approval shall be reported to CASC at its following meeting. However, conditions may be regarded as satisfied, and the course may be advertised, as soon as they have been signed off by the DDESE/DDGSSE, on behalf of CASC.

### **CASC Minutes**

* 1. The minutes of CASC meetings will be made available to stakeholders.
  2. The Division will be responsible for notifying the Central Student Administration Office, Data Quality Team, MORA and any other relevant stakeholders, and for ensuring that the process set out in [Principles of Compliance with Consumer Protection Laws](https://www.kent.ac.uk/education/documents/cma/principles-of-compliance-with-consumer-rights-protection-laws.docx) and [Policy on Communication with Applicants and Students](https://www.kent.ac.uk/education/documents/cma/policy-on-communication-with-applicants-and-students.docx), where applicable.

### **CASC Reporting**

* 1. If it is satisfied with the quality and standards of the proposal submitted, CASC will report to ESEB or GRCB, as relevant, that it has approved the proposed course on its behalf. It will also report courses that have been reinstated, suspended and withdrawn.
  2. ESEB and GRCB will report annually to the Senate on the new and revised courses that have been approved and courses that have been reinstated, suspended and withdrawn under delegated powers.

### **Probationary Review of New Taught Courses**

* 1. Every new course will be subject to a probationary review by the BCC after the first two years that the course runs.
  2. Where the course does not meet targets after two admission cycles, it may be reviewed against the business case to ensure that it is viable as was demonstrated in the business case.
  3. Probationary reviews of taught courses will be incorporated in the annual cycle of review of courses where there are concerns regarding the viability and sustainability (see Part E, below).

# **PART B: REVISIONS TO APPROVED COURSES**

## **Approval Process of Revised Courses**

The procedure for the approval of revised courses of study consists of two phases of consideration:

**Phase I:** Divisional. This phase is carried out by the Division, including Divisional Curriculum Group, as appropriate.

**Phase II:** University. This phase involves consideration by the Course Approval Sub-Committee (CASC) and the CASC Approval Panel, where appropriate, on behalf of the University.

## **Timeframe for Introducing Course Revisions**

The University of Kent has an obligation to provide clear, accurate and timely information to prospective students, applicants, offer holders and current students.

Therefore, it is Kent’s expectation that changes to existing courses (including suspensions and withdrawals) should be approved prior to the opening of a new application cycle[[5]](#footnote-6) and should apply to the next new cohort of students registered on the course for the forthcoming academic year.

**Compliance with Consumer Protection Law**

Where it is necessary to make changes to an existing course after application window has opened, Divisions must follow the process set out in [Principles of Compliance with Consumer Protection Laws](https://www.kent.ac.uk/education/documents/cma/principles-of-compliance-with-consumer-rights-protection-laws.docx) and [Policy on Communication with Applicants and Students](https://www.kent.ac.uk/education/documents/cma/policy-on-communication-with-applicants-and-students.docx).

**Phase I – Divisional Level Approval of Revised Courses**

All Divisional proposals of revised courses must be considered by the Divisional Director of Education and UG Student Experience (DDESE)/ Divisional Director of Graduate Studies and PG Student Experience (DDGSSE), prior to being submitted to the Course Approval Sub-Committee (CASC).

The following proposals will be scrutinised by the Divisional Curriculum Group, prior to the proposals being considered by DDESE/DDGSSE.

* The proposals to taught courses that include material changes
* The proposals to taught courses that include major changes

The following changes will not require the consideration by the Divisional Curriculum Group and can be approved by the Divisional Director of Education and UG Student Experience/ Divisional Director of Graduate Studies and PG Student Experience, prior to being submitted to CASC:

* Course suspension requests
* Course withdrawal requests
* Editorial changes to the specification document

### **Divisional Curriculum Group**

The Divisional Curriculum Group will consider revisions to the course that include material (section 40, below) and major changes (section 41, below).

The Divisional Curriculum Group will review the detailed submission of the proposed changes. The group should also consult appropriate internal and external stakeholders as appropriate to the proposal. Examples of these stakeholders are set out in sections 12-14 above.

The Divisional QA and Accreditations Manager (or nominee) will take the lead in co-ordinating the work of the Divisional Curriculum Review Group.

* 1. **Divisional Curriculum Group Membership**

The membership and the responsibilities of the Divisional Curriculum Review Group are set out in section 9.1 above.

* 1. **Documentation Required by the Divisional Curriculum Group (for Revised Courses)**

The documentation required for reviewing proposed changes to existing course(s) by the Divisional Curriculum Review Group will include:

* + 1. Course Specification, with tracked changes.
    2. Course cover sheet.
    3. Specifications for all compulsory modules, with tracked changes for revised modules.
    4. Specifications for new and revised optional modules (where such modules had been developed and/or revised to fit the new course), with tracked changes.
    5. Information about staff resources (available on Staff Connect[[6]](#footnote-7));
    6. Continuation, completion and progression data of courses in a similar subject area (OfS Condition B3)[[7]](#footnote-8);
    7. CMA Risk Assessment, where applicable, as set out in [Principles of Compliance with Consumer Protection Laws](https://www.kent.ac.uk/education/documents/cma/principles-of-compliance-with-consumer-rights-protection-laws.docx).
    8. Commentary from an External Examiner appointed to the course.

### **Approval of Finalised Proposals at the Divisional Level**

* 1. Every course specification and module specification, whether new or revised, will be subject to scrutiny and the final decision of the Divisional Director of Education and UG Student Experience (DDESE)/Divisional Director of Graduate Studies and PG Student Experience (DDGSSE).
  2. Should the DDESE/DDGSSE be satisfied with the finalised proposal of revisions to the course, suspension and withdrawal of the course, they can recommend the proposal’s submission to CASC for consideration (Phase II - the University level of the approval process).
  3. Where an apprenticeship course is being revised, the proposal must be completed and signed off by the Director of Global and Lifelong Learning (or nominee).
  4. All Divisional consideration records, including associated documentation, must be recorded on the Course and Module Approval System for audit purposes.

## **Phase II – University Level of Approval Process**

The University level of approval process involves consideration by the Course Approval Sub-committee (CASC) and its Approval Panel.

### **Membership of CASC and its Approval Panel**

* 1. CASC membership is set out in section 18.1, above.
  2. CASC Approval Panel membership is set out in section 20, above.

### **Responsibilities of CASC and its Approval Panel**

Terms of reference of CASC and its Approval Panel are set out in section 23, above.

### **Criteria for the CASC Approval Panel**

* 1. The Chair of CASC may elect to convene the Approval Panel under the following circumstances:
     1. Where the proposal consists of making substantive changes to compulsory modules that accumulate to 25% of the credit available for a stage, irrespective of the stage.
     2. Where the proposal consists of making substantive changes to compulsory, optional or elective modules that accumulate to 20% of the credit available for a stage, irrespective of the stage.

N.B. Substantive changes are defined as material and major, as outlined in sections 7 and 8 of [Annex C](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-c.docx) of the codes of Practice for Taught Courses of Study.

* 1. When considering the proposals outlined in 37.1.1. and 37.1.2. above, the Chair will take into the account the number of factors, such as the extent of the changes and the date of the last revision.
  2. The Chair of CASC will have the discretion to determine whether any submitted proposals, other than those outlined in section 37.1 above, warrant consideration by the CASC Approval Panel.

### **Documentation Required by CASC and its Approval Panel**

* 1. The documentation required by CASC will include:
     1. Course Specification, with tracked changes;
     2. Course cover sheet;
     3. Information about staff resources (available on Staff Connect[[8]](#footnote-9));
     4. Continuation, completion and progression data of courses in a similar subject area (OfS Condition B3)[[9]](#footnote-10);
     5. CMA Risk Assessment, where applicable, as set out in Principles of Compliance with Consumer Protection Laws;
     6. Documentation outlined in section 33.2, above, as appropriate to the proposal.
  2. In addition for CASC Approval Panel:
     1. Specifications for all compulsory modules, with tracked changes for revised modules.
     2. Specifications for new and revised optional modules (where such modules had been developed and/or revised to fit the revised course), with tracked changes.

### **CASC Approval Panel Recommendations and CASC Decisions**

* 1. Recommendations available to CASC Approval Panel are set out in section 27, above.
  2. Decisions available to CASC are set out in section 28, above.

### **Change to a Course Material Information (‘Material Change’)**

‘Material Change’ includes any amendment that constitutes a material change to the course information, as set out by the Competition and Markets Authority (CMA)**.**

The most common examples are listed below (for the full list of material information see [Kent’s CMA web pages](https://www.kent.ac.uk/education/cma/cma-material-information)):

* 1. Change in award received on successful completion (e.g. change from BSc to BA).
  2. A change in the course title.
  3. A change in location of study.
  4. A change in the course length.
  5. A change in entry requirements (including a change/addition to any progression thresholds).
  6. A change to accreditation information (accreditation added or removed).
  7. Any major change to the learning or teaching methods, e.g. a change to the delivery mode from lectures to e-learning.
  8. Adding/removing compulsory modules thus resulting in fewer/more optional credits available.
  9. A change in compulsory modules (e.g. replacing compulsory module(s) with different compulsory module(s), or changing the amount of credits of compulsory module(s), such as substituting one 30 credit module for two 15 credit modules).
  10. Any amendment resulting in a change to the course intended learning outcomes and/or educational aims.
  11. A change in the volume of credit of the course, as this will necessarily involve a change in learning outcomes.
  12. A change in the offer of optional modules, where the change results in 50% or more of optional modules for a stage irrespective of the stage (e.g. suspending and/or withdrawing optional modules, substituting advertised modules with different optional modules).
  13. Suspending or withdrawing the course.

### **Major Changes**

Major changes to a course include:

* Adding a period abroad (with an approved partner institution) to an existing course
* Adding a placement year to an existing course
* Changes other than those listed in section 40 above, excluding editorial changes.

### **Editorial Changes**

An editorial change to the course specification includes typos, formatting errors and/or any other type of factual errors (e.g. updating the module code(s), errors arising from moving the course onto the new specification template) that do not alter the content of the course.

### **Adding Foundation Year/Intercalated Year (‘Year In’)/Year in Industry/Period Abroad**

* 1. **Period Abroad/Placement Year**

For Divisions seeking permission to add a period abroad (with an approved partner institution) or placement year to an existing course, there is no requirement to submit an outline proposal to the Business Case Committee (BCC) for approval. Such proposals will be considered by CASC.

* 1. **Foundation Year**
     1. Divisions seeking permission to add a foundation year to an existing course should submit the proposal to BCC as set out in [Part A](#_PART_A_–) of this document.
     2. Where the foundation year element is to be delivered as part of a collaborative arrangement with an external partner institution or organisation, such proposals must be put forward for approval as per the procedures for the approval of Collaborative Academic Centres (see [Annex O](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-o.docx) of the Code of Practice for Taught Courses of Study).
  2. **Intercalated Year (‘Year In’)**

Divisions seeking to introduce a new intercalated year ‘year in’, should submit the proposal to BCC. Approval is required as set out in [Part A](#_PART_A_–) of this document.

### **Changes to Joint Honours Courses**

* 1. Where a change to a joint honours course is required, the course owning School/Department must communicate with the non-owning department and:
* Ensure adherence with Principles of Compliance with Consumer Protection Laws and Policy on Communication with Applicants and Students, where applicable.
* Agree a proposal for the management of existing cohorts and communications with affected applicants and/or students, as applicable.
  1. The course owning School/Department may not implement its changes for the intended year where:
* The non-owning School/Department has significant concerns that have not been resolved; *and/or*
* Sufficient time has not been allowed for the re-approval of the respective specifications of the non-owning School/Department (modifications of all affected course specifications must take place at the same time as those of the owning School).
  1. Joint Honours courses will be expected to be displayed on one specification, i.e. no half specifications are permitted.

### **Changes to courses with shared modules (other than Joint Honours Courses)**

Where there is a change, including material changes, to module(s) that are taught across different courses, the module owning School/Department must communicate with a non-owning department and:

* Ensure adherence with the Principles of Compliance with Consumer Protection Laws and Policy on Communication with Applicants and Students, where the proposed revisions include changes to material information.
* Agree a proposal for the management of existing cohorts' communications with affected applicants and/or students, as applicable.

### **Course Design with Varying Level of Optional Module(s)**

Except where any optional modules in question are language modules or are otherwise considered on an exception basis by the Division to enhance employability, course specifications must not be designed to accommodate student registration on optional modules where the level of the module differs from the credit level of the stage.

This, therefore, disallows the following:

* 1. Course design that permits optional modules (other than language optional modules or employability-enhancing optional modules) at Level 4 to be studied in Stages 2, 3 or 4 of an undergraduate course of study.
  2. Course design that permits optional modules (other than language optional modules or employability-enhancing optional modules) at Level 5 to be studied in Stages 3 or 4 of an undergraduate course of study.

# **PART C: COURSE SUSPENSIONS AND REINSTATEMENT OF SUSPENDED COURSES**

### **Process for Suspension of Taught Courses**

A taught course can be suspended on the following occasions:

* As part of annual divisional review;
* As an outcome of the sustainability and financial viability review (see Part E, below);
* Where the Division wishes to suspend a course outside of the annual process.

All course suspension requests must be confirmed by CASC.

### **Suspending a Course Outside of the Annual Process**

* 1. Where the Division wishes to suspend a course of study outside of the annual process, the Division (normally the course lead) must prepare a written rationale, outlining the reasons for not continuing to offer the course, the period for which it is to be suspended, and include confirmation of how the existing students will be supported.
  2. The rationale will be submitted to the Divisional Director of Education and UG Student Experience (DDESE) or Divisional Director of Graduate Studies and PG Student Experience (DDGSSE).
  3. Where the relevant DDESE/DDGSSE agrees to the suspension of the course, it can be submitted to CASC for consideration.
  4. Where the Division proposes to suspend a currently advertised course, the Division must follow the process set out in the Principles of Compliance with Consumer Protection Laws and Policy on Communication with Applicants and Students.
  5. Where the Division proposes to suspend a course that is currently being advertised, such proposals might be considered by the Chair of CASC outside of CASC meeting to ensure that, if approved, there are no delays in informing the affected applicants. Such approvals will be reported to the next CASC meeting.
  6. When the suspension of the course is approved by CASC, the Division will contact the affected applicants and/or students and will inform MORA and CSAO, which will amend the status of the course accordingly.

### **Time Limitations on Course Suspensions**

A course of study may be suspended for no more than two years. After two years if the Division does not request to reinstate the course in question, it must be formally withdrawn.

### **Reinstating Suspended Courses**

Where the Division wishes to reinstate a course that has been previously suspended, it must submit its request to be considered by BCC.

* 1. **Required Documentation for Reinstatement to be Considered by BCC**

The documentation required for consideration of reinstatement of suspended courses by BCC will include:

* + 1. Request to Reinstate a Suspended Course template (Annex B Appendix C);
    2. Information about staff resources (available on Staff Connect[[10]](#footnote-11));
    3. Continuation, completion and progression data of courses in a similar subject area (OfS Condition B3)[[11]](#footnote-12);
    4. Data on recruitment of courses in a similar subject area.
  1. **BCC Consideration of Reinstatement of Courses**

BCC will consider the reinstatement request following the process outlined in Part A Phase I of this document.

### **Approval of Reinstatement Requests at the Divisional Level**

Where the proposal to reinstate a suspended course has been approved by BCC, the Division will proceed to the Curriculum Stage, as outlined in Part A Phase II above.

### **Consideration of Reinstatement Requests at the University Level**

Once the reinstatement request has been approved at the Divisional level byDDESE/DDGSSE, it can be recommended to CASC which will consider the request as outlined in Part A Phase III above.

# **PART D: WITHDRAWAL OF TAUGHT COURSES**

A course of study can be considered for withdrawal on the following occasions:

* As part of annual divisional review;
* Where a course has been suspended for two years;
* Where the Division wishes to withdraw a course outside of the annual process;
* As an outcome of the sustainability and financial viability review (see section 11, above.

### **Course Withdrawal as Part of Annual Divisional Review**

* 1. Divisions will review annually the portfolio of courses that they offer and will make decisions about the retention and withdrawal of those courses.
  2. The list of courses marked for withdrawal must be submitted to CASC for approval.
  3. The process set out in the Principles of Compliance with Consumer Protection Laws and Policy on Communication with Applicants and Students must be followed where the withdrawal affects applicants and/or students.

### **Withdrawal of Previously Suspended Courses**

* 1. Where the course has been suspended for two years, it will be marked for withdrawal subject to completion of all current students that are registered on it.
  2. The list of suspended courses will be provided by QACO annually, and the Divisions will be required to annotate and return the list by a stated deadline, indicating which, if any, of the courses should be retained.
  3. Where a course is marked for retention, but not considered for reinstatement yet, a rationale for doing so must be provided. The annotated list, including rationales, as appropriate, will be considered by the DDESE/DDGSSE in the first instance, and, if approved, can be submitted to CASC for consideration.
  4. Where a course is marked for retention and the Division wishes it to be reinstated to be offered to applicants, it must follow the process outlined in section 50 above.

### **Withdrawal of Courses Outside of the Annual Processes**

* 1. Where the Division wishes to withdraw a course outside of the annual processes described in 53 and 54 above, it must prepare a written rationale outlining the reasons for the withdrawal (normally submitted by the course lead).
  2. Where the withdrawal concerns currently advertised courses, the Division must follow the process set out in the Principles of Compliance with Consumer Protection Laws and Policy on Communication with Applicants and Students.
  3. The withdrawal request will be considered by the DDESE/DDGSSE in the first instance, and, if approved, can be submitted to CASC for consideration.

### **Withdrawal of Year Abroad/Year in Industry/Foundation Year Elements**

* 1. Where the Division wishes to withdraw a Year Abroad/Year in Industry/Foundation Year but maintain the rest of the course, it must prepare a written rationale outlining the reasons for the withdrawal (normally submitted by the course lead).
  2. Where the withdrawal concerns currently advertised courses, the Division must follow the process set out in the Principles of Compliance with Consumer Protection Laws and Policy on Communication with Applicants and Students.
  3. The withdrawal request will be considered by the DDESE/DDGSSE in the first instance, and, if approved, can be submitted to CASC for consideration.

### **Withdrawal of ‘In-cycle’ Courses**

Where the Division proposes to withdraw a course that is currently being advertised (considered ‘in-cycle’), such proposals might be considered by the Chair of CASC outside of CASC meeting to ensure that, if approved, there are no delays in informing the affected applicants. Such approvals will be reported to the next CASC meeting.

### **Divisional Responsibilities Related to Course Withdrawals**

* 1. Divisions must follow the process set out in the Principles of Compliance with Consumer Protection Laws and Policy on Communication with Applicants and Students and seek a CMA Risk Assessment for all ‘in-cycle’ proposals to withdraw a course.
  2. Divisions should prepare a mitigation plan for how current students on the course that is proposed for withdrawal will be supported.
  3. Where the Division proposes to withdraw a course that has enrolled students and there is no provision to teach out the course, the Student Protection Plan will be invoked.
  4. When the withdrawal of the course is approved by CASC (or CASC Chair), the Division will be responsible for:
     + Contacting the affected applicants and/or students, as per the Policy on Communicating with Applicants and Students;
     + Informing MORA and CSAO, which will amend the status of the course accordingly.

# **PART E: COURSE SUSTAINIBILITY AND VIALIBITY**

BCC will systematically review all existing courses where there are concerns regarding low recruitment of students (also referred to as ‘small courses’), with a presumption of suspension/withdrawal if no additional information is provided by Divisions.

### **Identification of Courses for Sustainability and Viability Review**

* 1. UG courses with fewer than 20 students and PGT courses with fewer than 10 students will be subject to the Sustainability and Viability Review by BCC.
  2. Normally, only courses that are running for three years or more will be included in the review.
  3. However, the reviews will also include any new courses that do not meet their recruitment targets after two intakes of students, as set out in section 32, above.

### **BCC Consideration of Course Sustainability and Viability**

In considering ‘small courses’ BCC will take the following contextual factors into account:

* 1. **Capacity to improve/grow**, ie, whether the coursecould align to the market demand if it was revised;
  2. **Trajectory**, i.e., whether the course has seen a recent increase in growth;
  3. **Outstanding in sector**, i.e., whether the course provides student experience and outcomes that make it a sector leader;
  4. **Impact on Division**, i.e., how the course affects the Divisional portfolio which must be sustainable and coherent as a whole;
  5. **Impact on other Divisions**, i.e., whether thereare any cross divisional implications for teaching provision;
  6. **Unique provider in subject**, i.e. whether Kent is the only choice for this course;
  7. **Impact on modules**, i.e., whether closing the course or a number of ‘small courses’ will impactany shared larger modules.

### **Required Documentation**

* 1. QACO will provide a list of ‘small courses’ identified for review to each Division.
  2. Divisions will be asked to provide a Divisional recommendation on the proposed outcome for each course and sufficient supporting evidence of the recommendation, liaising with other Divisions, where applicable, prior to the meeting.

### **BCC Meetings for Sustainability and Viability Reviews**

* 1. The BCC meetings to consider ‘small courses’ will take place in early in the Autumn term of each year.
  2. These meetings will be convened and serviced by the Quality Assurance and Compliance Office (QACO).

### **Outcomes of BCC Considerations of ‘Small Courses’**

After reviewing ‘small courses’, BCC will come to one of the following decisions:

* + 1. That the course is suspended;
    2. That the course is withdrawn;
    3. That the course is revised;
    4. That no change to the course is needed at that point.

### **Actioning the BCC Decision**

For each course that the BCC considers, it will apply a date for review so the same courses are not under continual scrutiny but have a chance to implement actions (over not more than three years).

1. Pathway is a route to through a course that is achieved by taking a combination of designated modules. [↑](#footnote-ref-2)
2. See Marketing and Recruitment Deadlines for Taught Courses on [Kent Community SharePoint](https://livekentac.sharepoint.com/sites/education-qaco/SitePages/course-marketing-recruitment-deadlines.aspx) (available to Kent Staff only) [↑](#footnote-ref-3)
3. Access to colleagues will be available in Autumn 2023, please contact [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk) if you require this information in the meantime. [↑](#footnote-ref-4)
4. See [OfS Student outcomes data dashboard](https://www.officeforstudents.org.uk/data-and-analysis/student-outcomes-data-dashboard/data-dashboard/) [↑](#footnote-ref-5)
5. Marketing and Recruitment Deadlines for Taught Courses on [Kent Community SharePoint](https://livekentac.sharepoint.com/sites/education-qaco/SitePages/course-marketing-recruitment-deadlines.aspx) (available to Kent Staff only) [↑](#footnote-ref-6)
6. Access to colleagues will be available in Autumn 2023, please contact [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk) if you require this information in the meantime [↑](#footnote-ref-7)
7. See [OfS Student outcomes data dashboard](https://www.officeforstudents.org.uk/data-and-analysis/student-outcomes-data-dashboard/data-dashboard/) [↑](#footnote-ref-8)
8. Access to colleagues will be available in Autumn 2023, please contact [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk) if you require this information in the meantime. [↑](#footnote-ref-9)
9. See [OfS Student outcomes data dashboard](https://www.officeforstudents.org.uk/data-and-analysis/student-outcomes-data-dashboard/data-dashboard/) [↑](#footnote-ref-10)
10. Access to colleagues will be available in Autumn 2023, please contact [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk) if you require this information in the meantime. [↑](#footnote-ref-11)
11. See [OfS Student outcomes data dashboard](https://www.officeforstudents.org.uk/data-and-analysis/student-outcomes-data-dashboard/data-dashboard/) [↑](#footnote-ref-12)