

## GUIDANCE ON PROGRAMME REINSTATEMENT

### 1. Planning for programme reinstatement

When a programme is suspended, there should be a plan in place for its reinstatement and a timetable for suspending and reinstating it. This should be done as early as possible and in advance of obtaining formal approval for reinstatement.

### 2. Approval route for reinstatement proposal:

- 2.1 Complete the **Programme Reinstatement Application** form and submit to the following below.
- 2.2 **Joint Governing Board** for endorsement, if applicable. This is to ensure scrutiny of the proposal against strategic objectives for online programmes delivered with Kaplan Open Learning (Kaplan). This Board has the authority to reject the proposal and the application will go no further. The Board is responsible for notifying all stakeholders of the decision.
- 2.3 **Curriculum Board** for endorsement. CB may initiate the proposal, or receive it as a proposal from the relevant Board of Studies. If the Board does not support the proposal, it should set out its reasons for consideration by the SSP.
- 2.4 **Dean of Level 2 School or Institute** for endorsement. This is to ensure all relevant financial and resource implications have been considered and are supported by the budget holder, and to ensure there has been appropriate consultation within the School in relation to proposals that impact upon other Departments/Schools across the School/Institute. The Dean of School/Institute has authority to reject the application and decide that the programme should not be reinstated, in which case it is automatically withdrawn. The application will end at this point.
- 2.5 **Faculty senior management team** for endorsement. This is to ensure that Faculty strategic requirements have been taken into account, to facilitate management of the Faculty portfolio of provision, and to ensure there has been appropriate consultation within the Faculty and with other Faculties where there are proposals that impact across more than one School, or Institute or Faculty. If the Faculty senior management does not support the proposal, it should set out its reasons for consideration by the SSP.
- 2.6 **School Scrutiny Panel** for approval. The SSP will assure itself that all relevant stakeholders have been consulted and, based on this consultation, will confirm the decision to approve or reject the application.
- 2.7 Each of the above should record their decision and reasons/conditions (if applicable) in the reinstatement application form.

### 3. Deadlines for reinstatement approval

- 3.1 Proposals to reinstate a programme must be **approved and notified to stakeholders** by the deadlines set out below. This means completing the reinstatement approval process above, all the consultations inherent in the process and notification of the decision before the deadlines

below. The deadlines below represent the latest dates by which proposals may be approved and notified, it is good practice to complete the process earlier than the deadlines where possible.

- 3.2 The deadline for **undergraduate programmes** is **1<sup>st</sup> March<sup>1</sup>** in the **calendar year** preceding the year in which the academic session for the reinstated programme will start e.g. 1<sup>st</sup> March 2021 for September 2022 start.
- 3.3 The deadline for **postgraduate programmes** is **1<sup>st</sup> June** in the **calendar year** preceding the year in which the academic session for the reinstated programme will start e.g. 1<sup>st</sup> June 2024 for September 2025 start.
- 3.4 For programmes that do not follow the standard calendar year, the deadlines are as follows:
- (i) The deadline is **1<sup>st</sup> October<sup>2</sup>** for a **January** intake in the **second** calendar year following the deadline.
  - (ii) The deadline is **1<sup>st</sup> November<sup>2</sup>** for a **February** intake in the **second** calendar year following the deadline.
  - (iii) The deadline is **1<sup>st</sup> December<sup>2</sup>** for a **March** intake in the **second** calendar year following the deadline.
  - (iv) The deadline is **2<sup>nd</sup> January<sup>2</sup>** for an **April** intake in the **next** calendar year.
  - (v) The deadline is **1<sup>st</sup> February<sup>2</sup>** for a **May** intake in the **next** calendar year.
  - (vi) The deadline is **1<sup>st</sup> March<sup>2</sup>** for a **June** intake in the **next** calendar year.
  - (vii) The deadline is **1<sup>st</sup> April<sup>2</sup>** for a **July** in the **next** calendar year.
  - (viii) The deadline is **1<sup>st</sup> May<sup>2</sup>** for an **August** intake in the **next** calendar year.
  - (ix) The deadline is **1<sup>st</sup> June<sup>2</sup>** for a **September** intake in the **next** calendar year.
  - (x) The deadline is **1<sup>st</sup> July<sup>2</sup>** for an **October** intake in the **next** calendar year.
  - (xi) The deadline is **1<sup>st</sup> August<sup>2</sup>** for a **November** intake in the **next** calendar year.
  - (xii) The deadline is **1<sup>st</sup> September<sup>2</sup>** for a **December** intake in the **next** calendar year.

The deadlines above apply to **online programmes delivered with Laureate** and other postgraduate provision that do not have intakes at the beginning of an academic session.

- 3.5 If the above deadlines are missed, it means that the programme cannot be reinstated at the proposed intake and, if this means that the maximum suspension period is exceeded, the

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<sup>1</sup> Or the next working day where 1<sup>st</sup> March or 1<sup>st</sup> June falls on a Saturday or Sunday.

<sup>2</sup> Or the next working day where the 1<sup>st</sup> of the months falls on a Saturday, Sunday or Bank Holiday.

programme will be considered withdrawn and the subject to the processes and requirements for withdrawn programmes.

#### 4. Reinstatement of programmes

4.1 A programme may be reinstated in the following ways:

- (i) A suspended or withdrawn programme is approved to be reinstated from a date no later than two years from the date of the suspension/withdrawal of entry **and** there is no development to the programme.
- (ii) A suspended or withdrawn programme is approved to be reinstated from a date no later than two years from the date of suspension/withdrawal and a proposal to modify or revalidate the programme is progressed concurrently and completed within the deadlines set out in s.3 above.
- (iii) A withdrawn programme is approved to be reinstated and revalidation of the programme is progressed concurrently and completed within the deadlines set out in s.3 above.

#### 5. Reinstatement within the maximum suspension period and with no programme development

5.1 The reinstatement approval process set out in 2 above, must be completed by the relevant deadline and the proposed date for entry onto the programme must be no more than two years from the date the programme was suspended or withdrawn.

5.2 As there is no programme development, the decision to approve the reinstatement will be based solely on the case presented in the Programme Reinstatement Application form.

5.3 If reinstatement is approved, the relevant School Scrutiny Panel will be responsible for notifying stakeholders of the approval. Notification should be sent as soon as possible after the decision to approve reinstatement and no later than five working days after it. This is subject to all notifications being received by the deadlines set out in s.3 above.

5.4 If the programme was:

- (i) an online programme previously delivered with Kaplan and the Joint Governing Board (JGB) agrees **not to approve** the reinstatement of the programme; or
- (ii) if the SSP agrees **not to approve** the reinstatement;

the programme will be automatically withdrawn. Where this is the decision of the Joint Governing Board (for programmes with Kaplan) or SSP, it must give clear reasons for the decision and set out any conditions that must be met for the programme to be reconsidered for reinstatement. As the programme will now have withdrawn status, the requisite process for reinstatement is shown below at s.7. The JGB or SSP, as applicable, must notify this decision to all stakeholders as soon as possible after the decision and no later than five working days after it.

5.5 If the Dean of School/Institute does **not approve** the reinstatement of the programme, s/he should inform the lead contact for the proposal.

## 6. Reinstatement within the maximum suspension period with programme development

6.1 The reinstatement approval process set out in s.2 above, must be completed by the relevant deadline and the proposed date for entry onto the programme must be no more than two years from the date the programme was suspended or withdrawn.

6.2 Planned modifications to the programme, or revalidation of the programme will need to be approved in accordance with the relevant process, but the programme approval process will need to be conducted concurrently with the reinstatement application. For programme revalidation, approval is required by the University Approval Panel, this means that SSP approval of the reinstatement application will be provisional until UAP has confirmed approval of the programme. The UAP will consider the programme revalidation in the context of the Programme Reinstatement Application form and the SSP's provisional decision on it. The UAP will not formally decide on the reinstatement proposal and will not have authority to overrule a provisional decision of the SSP to approve reinstatement.

6.3 If the programme was:

(i) an online programme previously delivered with Kaplan and the Joint Governing Board (KOLJGB) agrees **not to approve** the reinstatement of the programme; or

(ii) if the School Scrutiny Panel agrees **not to approve** the application for reinstatement;

the programme is automatically withdrawn. Where this is the decision of the JGB or SSP, it must give clear reasons for the decision and set out any conditions that must be met for the programme to be reconsidered for reinstatement. As the programme will now have withdrawn status, the requisite process for reinstatement is shown below at s.7. The JGB or SSP, as applicable, must notify this decision to all stakeholders as soon as possible after the decision and no later than five working days after it. At the point that the reinstatement application is rejected, the proposal for programme modification or revalidation will not proceed further.

6.4 If the Dean of School/Institute does **not approve** the reinstatement of the programme, s/he should inform the lead contact for the proposal. At this point the proposal for programme modifications or revalidation will progress no further.

## 7. Reinstatement after two years of suspension or withdrawal

7.1 A programme will require full revalidation **and** approval for reinstatement if it is withdrawn or suspended for more than two years from the effective date of withdrawal/suspension.

7.2 As set out in 6.3 above if the Joint Governing Board for programmes with Kaplan or SSP agree **not to approve** the reinstatement of a programme, it is automatically withdrawn. The Board or Panel responsible for the decision must give clear reasons for the decision and set out any conditions that must be met for the programme to be reconsidered for reinstatement. The JGB or SSP, as applicable, must notify this decision to all stakeholders as soon as possible after the

decision and no later than five working days after it. At the point that the reinstatement application is rejected, the proposal for programme revalidation will not proceed further.

- 7.3 If the Dean of School/Institute does **not approve** the reinstatement of the programme, s/he should inform the lead contact for the proposal. At this point the proposal for programme revalidation will progress no further.
- 7.4 The reinstatement approval process set out in s.2 above will need to be progressed concurrently with the programme revalidation processes. Programme revalidation requires final approval by the University Approval Panel, therefore approval of the reinstatement application by the School Scrutiny Panel will be provisional until the UAP has confirmed approval of the programme.

## **8. Notification of reinstatement**

- 8.1 The School Scrutiny Panel that confirms approval for a programme reinstatement is responsible for ensuring that all stakeholders are informed of the decision. Notification should be sent to the relevant parties as soon as possible after the decision to approve reinstatement and no later than five working days after it. This is subject to all notifications being received by the deadlines set out in s.3 above.

- 8.2 Those who should be notified of a programme reinstatement include:

- The programme leader
- The proposal owner/lead contact (if different from the programme leader)
- Chair and Secretary of Faculty AQSC
- Chair and Secretary of relevant Curriculum Board
- Head of School/Institute
- Faculty SMT contact
- AQSD: [aqsd@liverpool.ac.uk](mailto:aqsd@liverpool.ac.uk)

SAS

- Banner team

External Relations - Marketing

- Emily Bell
- Mike Deyes
- Michelle Goulding
- Laura Mallaber
- Layla McGuirk
- Tim Seamans

Student Recruitment, Admissions and Widening Participation – Admissions

- Alicia Bethel
- Ursula Callaghan
- Stephen Davies
- Jude King
- Luisa Lovering
- Robyn Morris
- Vikki Marshall
- Ian Roberts

- Julie Wilson

Strategic Planning:

- John Callaghan
- Joint Governing Board for programmes delivered with Kaplan (if applicable): Lauren King
- Others, not covered above, who have been consulted in the process, e.g. staff from other contributing Departments, School, Institutes or Faculties
- Others as necessary under local requirements.

## **9. Exemptions from the programme reinstatement process**

Where circumstances require exemption from all or any part of the requirements set out above, a case for exemption should be submitted the PVC for Education via AQSD. Generally, exemption will only be granted for exceptional or unforeseen circumstances.