

Programme Closure, Suspension and Changes Policy



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1. Introduction

- 1.1 The International College of Musical Theatre (the ICMT) is committed to helping ensure that students achieve the best possible academic outcomes. This policy is in place to protect students' interests in the case of a material change, e.g. programme changes or closures, suspensions, or in the unlikely case of institutional closure.
- 1.2 Examples of circumstances where course changes and closures may be necessary include:
- a) Closure of the ICMT.
 - b) Closure of part of the ICMT campuses.
 - c) Loss of validation
 - d) Disruption to the ICMT activities (e.g. fire, natural disaster, failure of utility service).
 - e) Suspension or closure of a course or programme, including:
 - Where numbers recruited to a course are too low.
 - Where there are concerns about the quality and academic standards of the course.
 - Where external bodies require changes that result in the course being suspended/closed.
 - Where there is closure/termination of collaborative partnership, which results in the withdrawal of a course.
 - Major changes in the year to course content.
 - Industrial action.
 - Loss of key staff.

2. Scope

- 2.1 This policy applies to all current students and, where appropriate, future and deferred students of the ICMT.

3. Policy

- 3.1 Where a significant material change is to take place, the ICMT will consider the impact on its students and carry out appropriate equality impact assessments and consultations with affected students.

- 3.2 Where a student transfers to another provider, the ICMT will give reasonable support, including providing documentation to support the transfer of credits and information regarding academic progress. In these circumstances, the Student Services Manager will be available for transferring students and provide detailed information, advice and guidance based on the student's circumstances.
- 3.3 As part of the normal curriculum planning process, the ICMT may decide to close a course to new applicants or make changes to the course/programme due to circumstances outside its control or protect the quality of provision. In these instances, the ICMT's default position is to run the old course out for existing students.
- 3.4 The steps which will be taken by the ICMT where it may be necessary to close courses or make major changes include:

a) Closure of the ICMT.

Where the ICMT has no other option but to close:

- Closing gradually over a period that would allow currently enrolled students to complete their studies at the ICMT.
- If this is not possible, support students to transfer to appropriate programmes at other providers (where appropriate financially), compensating students where there is a demonstrable material financial loss arising directly from disruption of their studies.
- Merging with another institution to maintain all or part of the current provision.

b) Closure of part of the ICMT campuses.

Where part of the campus is rendered unfit for activities involving students:

- Relocating provision to an alternative location.
- Changing the timetable to allow the scheduled teaching in the available facilities.
- Delivering the programmes via alternative means such as distance learning.

c) Loss of validation.

Where the ICMT loses validation of its courses and awards:

- Assisting in switching to a different provider that offers the appropriate course and award.

d) Disruption to the ICMT activities.

Where there is short term disruption in the activities of the ICMT:

- Changes to programme delivery.
- Changes to the staffing of a programme.
- Offering affected students the opportunity to transfer to another programme.
- Providing reasonable support to transfer to another provider.

e) Suspension or closure of a course

Where a programme of study is to be closed or suspended for a fixed timeframe, and there is a material impact on students:

- Communication with current students to assure that they will not be adversely affected by the decision and that they will be able to complete their studies at the ICMT (teach-out).
- Enabling future applicants to be provided with sufficient notice to find an alternative study programme at the ICMT or another institution.

f) Major changes in the year to course content.

Major in-year changes to course content are rare and would not occur unless there were exceptional circumstances. Current students would be able to complete their studies before changes are implemented. Where students have requested the major changes, the written consent of all students is required before the students are moved on to the revised programme of study.

g) Industrial action.

Where industrial action occurs:

- As far as possible, ensuring that normal operations and services are maintained.
- Taking all reasonable steps to fulfil its responsibilities and minimise disruption so that students so far as possible are not disadvantaged.

h) Loss of key staff.

Where there is a loss of key staff:

- Seeking to fill the gaps as quickly as possible.
- Where course closure is required considering the actions identified at 3.4e above.