



S P Jain
London School
of Management
LONDON

Programme Discontinuation and Teach Out Policy

Document type	Policy
Administering Entity	Academic Board, Programme Development and Review Committee, Dean, Programme Leaders, Chief Operating Officer, Registrar
Latest Approval/ Amendment Date	
Last Approval/ Amendment Date	
Approval Authority	Board of Directors
Indicative Time of Review	

1. Purpose

- a. The purpose of the Teach Out Policy is to ensure clarity of information in case SP Jain London School of Management (SPJUK) discontinues a programme of study through teach-out provisions and that, in particular, students' interests are protected.
- b. This policy applies to programmes of study where the School decides on discontinuation of a programme. This decision could be due to several reasons including, but not limited, to insufficient student enrolment, major revision, or a strategic change in the School's business plans.
- c. This policy is in line with the UK Quality Code for Higher Education and aims to mitigate disadvantage to our students should the School be compelled to discontinue a programme of study.

2. Scope

- a. The policy applies to all programmes offered by SPJUK.
- b. This policy should be enacted in conjunction with the School's Student Protection Plan.

3. Principles

- a. If a programme is being discontinued, the School will normally continue teaching the programme until all enrolled students have completed their studies, thereby minimising disruption and impact to their studies.
- b. The quality of the learning experience must be maintained during the teachout phase. The School's Student Protection Plan sets out the measures in place to protect students in the unlikely event that a risk to the continuation of their studies should arise.

- c. In the event that a teach-out is not possible, the School will support individual students in transferring to an alternative programme. Depending on student's individual circumstances and aspirations, this may either be with S P Jain Global or at another provider facilitating transfer of credit through issue of relevant certification.
- d. In handling programme discontinuation and potential student transfers, SPJUK will prioritise the needs of students, including those with protected characteristics, and will ensure full consultation and the availability of appropriate support services.

4. Procedures for discontinuation of a programme of study

- a. The decision to consider discontinuation of a programme of study will be approved by the Board of Directors (BoD). The recommendation may come from the Academic Board in relation to student experience or academic matters or be made by the Directors in consideration of financial sustainability.
- b. In deciding to discontinue a programme, the BoD will conduct a detailed review and consideration of various factors such as the School's strategic plans, programme performance, student enrolments etc. It will also ensure that the decision is made in the context of the Student Protection Plan.
- c. As part of the decision-making process, the BoD will request the AB to undertake a detailed review to be led by the Dean and the Programme Development and Review Committee(PDRC). The detailed review will involve consultation with staff teaching on the programme and enrolled students.
- d. The review will include recommendations for the teach-out for a programme including a strategic teach-out plan for the course. Where this is not possible or appropriate, the review will include mapping activities to identify equivalent programme options, which would include details of the following:
 - Appropriate internal programme transfer options which will be made available to students so that they can enroll into alternative programmes at the School;
 - Identification of alternative programmes at other institutions to which students may transfer based on a credit transfer agreement;
 - Other procedures and/or policies to assist students' transfer to another institution along with mapping of the subjects to be completed;
 - Details of any financial or educational impact to students in the event of a transfer.
- e. The AB will take into consideration the PDRC's report and will recommend to the BoD a specific closure plan for the programme under consideration including teach out or transfers as appropriate.
- f. The Dean or staff member delegated by the BoD will liaise with the Office for Students (OfS) and notify them of the School's intention to discontinue the programme as required. Following this, if changes are required by the OfS or other body, modified plans will be recommended by the AB to the BoD for its approval.
- g. The final decision to consider the discontinuation and teach-out for a programme of study will be deliberated and approved by the BoD.
- h. The BoD will determine the last intake to the programme. Following this:
 - i. It should be ensured that there is no further marketing or promotion activities after the last intake date for the programme has been determined.
 - ii. All educational agents and external partners must also be informed of the teach-out plans soon

as is practicable. It should be ensured that the agents do not disseminate any information about the programme after the last intake date.

- iii. The details about the programme should be removed from the School's website and marketing materials immediately after the decision to that effect.

5. Teach-out plans for Programmes

- a. The Academic Board will be responsible for approving the teach out plan. This should be determined by the Dean and the Registrar. The teach out plan will include last dates for intakes, completion dates and provision for exceptions.
- b. The Registrar will determine completion dates for the current intake and for the last intake for the programme of study.
- c. The Registrar, in consultation with the Dean, will prepare schedules and detailed teaching plans after ensuring that student interests are adequately protected and that any disadvantage to students is mitigated.
- d. The Registrar, in consultation with the Dean, will review existing student enrolments in the programme of study and anticipate continuing student load for the teach-out period as follows:
 - i. Identify and detail any available and appropriate alternative pathways or programmes;
 - ii. Make teaching plans and schedules including any planned accelerated study periods and subject streaming to make class sizes viable without compromising the integrity of the programme, or negatively impacting a student's progress or visa conditions;
 - iii. Prepare programme progress plans towards ensuring that students are supported to complete the programme in teach-out mode within the completion date without disadvantage.
- e. The Registrar, Dean and Director of Student Experience will review each enrolled student's profile and prepare individual student programme maps including support mechanisms. Individual student programme maps will detail any alternate subjects/units of study which can be offered to each student. These maps will take into consideration any relevant context or special needs of the particular student.
- f. The Registrar, Dean and Director of Student Experience will review and monitor individual programme progression to enable adherence to programme completion dates. They will manage exceptions toward ensuring that students are not unreasonably disadvantaged (including financially) due to their exceptional circumstances. For example:
 - i. Contingency subjects/study options (e.g. independent study) that can be offered to the students for exceptional circumstances e.g. serious illness
 - ii. Managing students with academic suspensions.
- g. Once the teach-out plan is implemented, the School will:
 - i. Monitor student progress every semester
 - ii. Annually review and update individual student programme plans
 - iii. Ensure ongoing compliance with OfS conditions of registration.

6. Consultation and communication with students

- a. Prior to the decision to discontinue a programme, the Dean will undertake appropriate consultation with students.

- b. Once the decision has been taken by the BoD, the Dean will ensure appropriate communications to students as follows:
- i. All students impacted by the teach-out must be advised in writing explaining the need for the decision and all details pertaining to completion of the programme.
 - ii. In case any part of the Student Protection Plan needs to be implemented, SPJ UK will inform students as soon as possible. Students will be offered advice and support to understand what is happening, including the options available to them in order for them to be able to complete their programme of study.
 - iii. Students will be advised about the point of contact where needed to discuss or clarify the discontinuation process and field any questions or concerns. Follow up meetings and consultation will be conducted where necessary to address individual student concerns and queries.

7. Related Documents

- Programme Annual Monitoring Policy and Procedure
- Programme Change Policy and Procedure
- Student Protection Plan