

# Termination of Programme Policy

**Document Ref:** LAAT-ACD-POL-TOP-001

**Department / Function:** Academic Quality & Standards

**Policy Owner:** Head of Academic Quality & Standards – Dr Vishwanath Kokkonda

**Oversight Committee:** Academic Board

**Approving Body:** Academic Board (Recommended) / Board of Governors (Final Approval)

**Version:** v1.0

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**Next Review Date:** Annually from approval date

**Supersedes:** None

## Regulatory Alignment with Office for Students (OfS) Conditions

The Termination of Programme Policy forms part of the London Academy for Applied Technology's (LAAT) academic quality and student protection framework. The policy defines the principles and procedures for the discontinuation or withdrawal of academic programmes.

The policy aligns with OfS Condition B1 (Academic Experience) by ensuring that students affected by programme termination continue to receive a high-quality academic experience and are able to complete their studies or transition appropriately. It supports OfS Condition B2 (Resources, Support and Student Engagement) by ensuring that adequate support, guidance, and resources are provided to affected students.

In addition, the policy supports OfS Condition C1 (Consumer Protection Law) and Condition C3 (Student Protection Plan) by ensuring transparency, fairness, and appropriate mitigation arrangements in the event of programme closure. Through this policy, LAAT demonstrates its commitment to protecting student interests and maintaining academic standards during programme termination.

## Terms of Reference

### 1. Purpose

The purpose of this policy is to establish a clear and structured approach to the termination of academic programmes at LAAT.

The policy outlines:

- the circumstances under which a programme may be terminated
- the process for programme closure and approval
- arrangements to protect and support affected students

The objective is to ensure that programme termination is managed fairly, transparently, and in accordance with regulatory requirements.

## 2. Scope

This policy applies to:

- This policy covers both the suspension and termination of academic programmes at LAAT.
- All academic programmes delivered by LAAT
- All students enrolled on programmes subject to termination
- All academic and professional staff involved in programme delivery and management

The policy covers both planned and unplanned programme closures and suspension.

## 3. Principles

LAAT's approach to programme termination is guided by the following principles:

- **Student protection**  
The interests, progression, and outcomes of students will be prioritised at all times.
- **Transparency**  
Clear and timely communication will be provided to students and stakeholders.
- **Academic continuity**  
Where possible, students will be supported to complete their studies without disruption.
- **Fairness and consistency**  
Decisions will be applied consistently and in line with institutional policies.
- **Regulatory compliance**  
Programme termination will comply with OfS requirements and consumer protection law.

## 4. Grounds for Programme Termination

A programme may be terminated under the following circumstances:

- low student recruitment or demand
- strategic realignment of academic provision
- resource constraints (staffing, facilities, or financial viability)
- changes in regulatory or accreditation requirements
- quality concerns identified through monitoring or review processes

All decisions must be evidence-based and formally documented.

## 5. Programme Termination Process (SOP)

### 5.1 Proposal for Termination

A formal proposal must be developed outlining:

- rationale for termination
- impact assessment on current students
- proposed teach-out or transition arrangements
- resource and risk considerations

### 5.2 Impact Assessment

The impact assessment must consider:

- number and profile of affected students
- stage of study and progression points
- availability of alternative provision
- implications for student support and resources

### 5.3 Approval Process

Programme termination must be approved through LAAT's governance structure, including:

- review by relevant academic committees
- recommendation by Academic Board
- final approval by Board of Governors

### 5.4 Teach-Out Arrangements

Where possible, LAAT will implement a **teach-out plan**, allowing students to complete their programme within an agreed timeframe.

Teach-out arrangements will ensure:

- continued access to teaching and learning resources
- availability of academic staff and support
- maintenance of academic standards

### 5.5 Alternative Provision

Where teach-out is not feasible, LAAT will:

- offer suitable alternative programmes within the institution, or
- support transfer to another provider where appropriate

All alternatives will aim to minimise disruption to students.

## 6. Student Support and Protection

LAAT will provide appropriate support to affected students, including:

- academic advice and guidance
- wellbeing and pastoral support

- clear information on available options
- support for transition or completion

All actions will align with LAAT's Student Protection Plan.

## 7. Communication with Students

LAAT will ensure that students are informed in a timely and transparent manner.

Students will be provided with information on:

- reasons for programme termination
- available options (teach-out, transfer, alternatives)
- timelines and key milestones
- support services available

Communication will be delivered through formal institutional channels.

## 8. Monitoring and Review

Oversight of this policy will be provided through LAAT's governance structures, including:

- Academic Board
- Programme Review Processes
- Senior Management Team

The policy will normally be reviewed annually to ensure continued alignment with regulatory expectations and institutional priorities.

## 9. Responsible People / Roles include

### **Head of Academic Quality & Standards (Policy Owner) – TBC**

Provides leadership and oversight of programme termination processes, ensuring compliance with academic standards and regulatory requirements.

### **Dean – Dr Manoj Ponugubati**

Provides strategic oversight and ensures alignment with institutional academic planning.

### **Programme Lead – Mr Amarjeet Singh**

Manages programme-level implementation of termination and teach-out arrangements.

### **Student Experience Lead – Dr Ruchi Singla**

Ensures that affected students receive appropriate support and guidance.

### **Governance Lead – Dr Abul Hossain**

Ensures governance oversight and regulatory compliance throughout the termination process.

## List of people and contact

Role	Name	Contact Email
Head of Academic Quality & Standards	TBC	TBC
Dean	Dr Manoj Ponugubati	<a href="mailto:manoj@laat.ac.uk">manoj@laat.ac.uk</a>
Programme Lead	Mr Amarjeet Singh	<a href="mailto:Amarjeet.singh@laat.ac.uk">Amarjeet.singh@laat.ac.uk</a>
Student Experience Lead	Dr Ruchi Singla	<a href="mailto:ruchi.singla6@laat.ac.uk">ruchi.singla6@laat.ac.uk</a>
Governance Lead	Dr Abul Hossain	<a href="mailto:mdabul.hossain@laat.ac.uk">mdabul.hossain@laat.ac.uk</a>

## 10. List of Document

- Student Protection Plan Policy
- Programme Approval and Review Procedures
- Student Support and Wellbeing Policy
- Equality, Diversity and Inclusion Policy

## 11. Evidence

- Programme termination proposals
- Impact assessments
- Teach-out plans
- Student communication records
- Student feedback and outcomes data

## Mapping Table for Evidence Items Related to OfS Conditions

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition
Programme termination proposals	Demonstrates clear rationale and evidence-based decision-making.	Condition B1 – Academic Experience
Impact assessments	Shows consideration of student impact and risk mitigation.	Condition C3 – Student Protection Plan
Teach-out plans	Demonstrates arrangements to support students to complete their studies.	Condition B1 – Academic Experience
Student communication records	Confirms transparency and timely communication with students.	Condition C1 – Consumer Protection Law

Student feedback and outcomes data	Demonstrates monitoring of student experience during programme closure.	Condition B2 – Resources, Support and Student Engagement
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