

INTENTION TO RUN/NOT RUN A TAUGHT PROGRAMME

October 2004 (Updated February 2008)

1. The decision not to run a taught programme is one that must be made in a considered and timely way. It must take account of applicant numbers, of the immediate context in which the programme will operate, and of the wider University backdrop. It must also be made sufficiently early to permit the necessary intervention in the enrolment process and to determine the appropriate course of action in respect of applicants holding offers.

Validated Programmes

2. **At least 7 days before the planned enrolment date** Recruitment and Admissions will provide Schools and the Deputy Vice Chancellor with data indicating the current applicant position for all taught programmes.
3. **At least 4 days before the planned enrolment date**, following internal consultation, the School will contact the Deputy Vice Chancellor to seek approval of any provisional decision by the School not to run a programme.
4. **At least 3 days before the planned enrolment date** the Deputy Vice Chancellor will inform Recruitment and Admissions of any programmes given permission not to run.
5. The Programme Leader of any programme not running will contact Recruitment and Admissions to determine the appropriate course of action in respect of applicants holding offers of places on the relevant programme.

Programmes to be offered for the first time following a validation event

6. Upon receipt by the School of the validation report summary (normally within 2 working days of the event), and following internal consultation about the feasibility of meeting any validation conditions by the due date, a statement indicating whether or not the School intends to run the programme will be signed by the Director of School and copied to Recruitment and Admissions, the Deputy Vice Chancellor and the Principal Quality Assurance Officer in the Quality Assurance and Enhancement Unit. The statement proforma can be downloaded from <http://www.bolton.ac.uk/Quality/QAECContents/Validation/Documents/pdf/AnnexZ2intentiontorun.pdf>
7. The Programme Leader of any programme not running will contact Recruitment and Admissions to determine the appropriate course of action in respect of applicants holding offers of places on the relevant programme.



Intention to run/not run a taught programme following a validation event

1. **Award and Programme Title(s)**

2. **Date of Validation Event**

3. **Sign one of the following statements**

- A. The School intends to run the above programme(s) as originally planned, starting in _____ (month) _____ (year) and will be able to satisfy any pre-enrolment conditions specified by the validation panel.

Signed _____ (Director of School)

Date _____

- B. The School does not intend to run the above programme(s) until _____ (month) _____ (year) and I will arrange for the relevant member of staff to contact Recruitment and Admissions to determine the appropriate course of action in respect of applicants holding offers of places on the relevant programme(s).

Signed _____ (Director of School)

Date _____

4. Once completed, you must arrange for copies of this form to be sent to:

Recruitment and Admissions
Deputy Vice Chancellor
Principal Quality Assurance Officer, Quality Assurance and Enhancement