



# Policy for Course or Programme Closure, Suspension and Major Change

## Introduction and Scope

1. Peking University HSBC Business School (PHBS) – Shenzhen Campus (henceforth “the School”) opened its UK Campus in 2018, named PHBS-UK, or Peking University HSBC Business School – UK Campus (henceforth “the UK Campus”). The School and the UK Campus are part of Peking University and the UK Campus provides students with three study programmes: the Cross-border study programme for MA in finance and MA in management, the short-term visiting study programme, and iMBA. All three programmes of the UK Campus will gain Master’s degree credits from Peking University. Students registered at the UK Campus for study of each programme are the students of Peking University. The UK Campus regularly reviews and updates the courses and programmes offered in order to ensure that they remain current and reflect best practice. In exceptional circumstances this means that a course or programme may cease to exist or the UK Campus may no longer be able to teach a programme or an aspect of a programme to a specific group of students, or the UK Campus may introduce a substantial change which will impact on applicants and/or current students.
2. The scope of this Policy is for all existing and incoming students to study at the UK Campus. The incoming students are those students who have accepted an offer to study at the UK Campus but have not yet registered. The existing students mean those students that have registered as formal students of Peking University for studying its postgraduate courses.

## Purpose

3. To inform students and members of the UK Campus, including potential students and other external interested parties, and to set the policy principles that guide the process of helping students to prepare closing, suspending or making major changes to courses or programmes they study.

## Legal Foundation

4. When courses or programmes are being considered for closure, suspension or substantial change to taught postgraduate courses or programmes, the UK Campus will follow a set of policies. These policies align with the principle of the UK Quality

Code for Higher Education and take account of good practice of UK peer universities on course or programme change and closure, as well as the principle of Competition and Markets Authority guidance on consumer protection law for UK HE providers. In particular, the policies seek to protect the interests of students by ensuring clear and transparent processes for the management of course closure, suspension or substantial change in relation to the experience of applicants who have accepted an offer of a place, but not yet registered, and those that have deferred their offer; and the experience of students who are current or have temporarily withdrawn from the course or programme.

## Definitions

5. **Course or Programme Closure:** Closing a course or programme means that there will be no further intakes to the course or programme and it will no longer be offered by at the UK Campus or by a partner organisation for the joint programme at the UK Campus. Those students already registered on the course or programme will continue to progress and complete the course via alternative arrangement, or where this is not possible will be offered an alternative course or programme, or transfer to another provider.
6. **Course or Programme Suspension:** Suspension of a course or programme means that there will be no intake to the course or programme for a specified period (normally the following academic year) at the UK Campus. Students currently registered on the course or programme will continue to progress and complete the course or programme.
7. **Substantial Change:** Substantial changes constitute alterations to a course or programme that could potentially affect the decision of an applicant to take up their place and/or significantly vary the information provided to applicants or to students regarding the nature of the course or programme and its component parts.
8. A substantial change might include: change of course or programme location (e.g. to another campus or partner institution); change to the title of a course or programme and/or associated award; change to the accreditation of a course or programme; change to the mode of delivery of a course or programme (e.g. full-time to part-time, or through distance-learning); substantial change to the curriculum, assessment or course within a programme (e.g. substantial changes to mandatory modules which results in a significant change to the programme offer).

## Policy Principles

9. In principle, a proposal on course or programme closure, suspension and substantial change shall be made by the Head of the UK Campus, and the proposal shall be approved by the Academic Board of the UK Campus, and then approved by the School. PHBS or the UK Campus reserves their discretion to decide to close or suspend or make substantial change of programmes and courses. If such decisions will affect existing

and incoming students of the UK Campus, the Head of the UK Campus shall send sufficient notice to students and other related stakeholders in order to ensure there will be sufficient time for them to prepare the change.

10. For Joint Collaborations, all universities involved must agree to the closure or suspension before the procedure commences.
11. The policies set out the process to respond to a change of the programmes and courses for protecting interest of students, but the UK Campus reserves the right to use its discretion in applying these in order to ensure that all obligations are met, particularly if circumstances are complex or deemed to be of high risk.
12. Programme closure, suspension or substantial change will normally be initiated for the following academic year unless there are circumstances beyond the UK Campus' control, or PHBS' control, or the University' control. In the event of closure or suspension, no new applicants will be recruited. Students already on the programme will be supported to complete their programme successfully or if this is not possible due to circumstances beyond the control of the UK Campus, interim arrangements will be made for the student(s) affected.
13. Course closure or suspension will normally be initiated for a particular academic study period if the number of students registering for the course is fewer than 5.
14. The UK Campus will endeavour to mitigate the impact that course or programme closure, suspension or substantial change will have on current and prospective students. In the event of programme closure, a planned timeline and action plan for managing the closure and for communicating with applicants and current students will be drawn up by the Academic Management Team of the UK Campus; this will explicitly consider the experience of current and prospective students.
15. Typically, the relevant universities (in liaison with the partner organisation where appropriate) will be responsible for communicating course or programme closure, suspension or substantial change to current students. The Head of the UK Campus or its representative, such as the Academic Management Team of the UK Campus, shall be responsible for communicating course closure, suspension or substantial change with the relevant universities.

## **Implementation of the Principles**

16. For details of how the policy principles translate into normal operational practice, students shall refer both to the Student Protection Plan of the UK Campus for Students in case of course closure, suspension, and substantial change.

## **Complaints**

17. If students have a complaint regarding the process for arranging students in preparing their programme closure, suspension, or substantial change, the students can raise it to the UK Campus' Academic Management Team via email at [studentsupport@pku.org.uk](mailto:studentsupport@pku.org.uk).
18. Students who are dissatisfied with a decision relating to a complaint they have raised may be able to complain to the Office of the Independent Adjudicator (OIA), which is an independent body established to review student complaints.