



SUSPENSION AND WITHDRAWAL OF ACADEMIC PROVISION PROCEDURES

1 Purpose

This procedure outlines the steps for the temporary or permanent cessation of any type of academic provision at Unitec.

2 Scope

This procedure applies to all academic provision at Unitec, including but not limited to:

- qualifications;
- programmes;
- training schemes;
- short courses; and/or
- assessment standards.

3 Procedure

All temporary or permanent withdrawals or suspensions of academic provision at Unitec must be formally approved by the Leadership Team and the Academic Board.

1. Network Deans, Heads of Practice Pathways (HoPPs), and relevant Programme Action and Quality Committees (PAQCs) undertake on-going reviews of the strategic relevance and financial viability of academic provision offered in the respective Network/Practice Pathway.
 - a. Where appropriate, this group ensure any academic provision that is shown to be obsolete is withdrawn.
2. Te Korowai Kahurangi undertakes annual audits of academic provision that has been inactive in the past 12 months, and, as appropriate, work with Network Deans and HoPPs, to discuss options for withdrawal.
3. Where academic provision becomes obsolete and the Practice Pathway wishes to formally discontinue a course or programme, the Network Dean or HoPP, with endorsement from the relevant PAQC, must notify the Leadership Team, outlining the rationale for discontinuation.
4. The Network Dean will appoint a representative to oversee the process and ensure all concurrent and subsequent actions are undertaken as required.
5. Any application for suspension of new admissions or temporary withdrawal must advise a date by which the decision will be reviewed by the Network Dean.
 - a. Re-introduction of academic provision that has been permanently withdrawn requires full approval, following the process for the introduction of a new programme, including an application to the relevant external agencies (for

example, the NZQA or the TEC).

6. Any proposed temporary or permanent withdrawal requires consultation with Unitec staff and students likely to be affected, and with the relevant unions' representatives.
 - a. Consultation must be undertaken **prior** to any decision being made by the Network Dean or Academic Board on the proposed withdrawal/suspension.
 - b. The Network Dean ensures written notice of any proposed withdrawal is sent to the branch chair(s) and national head office(s) of the relevant union(s).
 - c. The consultation process, including time-frames, must comply with the specific requirements of the appropriate collective agreement(s) and the *Staff Surplus Policy and Procedure* (HR 18).
 - d. The Network Dean ensures any students currently enrolled, or who have partially completed the academic provision proposed for withdrawal, have been notified in writing of the impending withdrawal action.
7. The Network Dean obtains Leadership Team approval for the proposed withdrawal/suspension action and notifies the:
 - a. Chief Financial Officer;
 - b. Head of Practice Pathway;
 - c. Academic Leader;
 - d. relevant staff; and
 - e. relevant Human Resources (HR) and Finance staff.
8. The Network Dean and/or HoPP work through any personnel issues and budget implications with the relevant HR and Finance staff, and informs Facilities Management of any reduced accommodation needs.
9. The Academic Leader works with Te Korowai Kahurangi to check:
 - a. whether any courses in a programme being withdrawn are delivered in any other programme, and liaises with relevant staff to re-assign continuing courses to another programme.
 - b. any co-provision arrangements and develop a transition plan to outline arrangements for students (those still enrolled or those who have discontinued study and are likely to return at a later date to complete).
10. In consultation with Te Korowai Kahurangi, the Network Dean drafts a memo to the Academic Board recommending the suspension or withdrawal.
11. On approval by Academic Board:
 - a. Te Korowai Kahurangi:
 - i. advise all relevant Unitec areas (for example, relevant Practice Pathway staff, Admission and Enrolments, Marketing, and/or International) about the decision.
 - ii. updates all relevant records, including E-academic library records, monitoring/compliance databases, and relevant parts of the Student Management System (SMS).
 - b. The Academic Leader informs students, in writing, of the formal withdrawal action and any approved transition arrangements.
 - i. Marketing and International staff amend the website, promotional

- materials, and other activities as relevant
- ii. Admissions and Enrolments update records, activities, and relevant areas of the SMS.
 - iii. Academic Administration ensures, where necessary and relevant, the SMS is updated to show the change in students' records
12. Where relevant, external bodies are advised of the withdrawal (for example, in the case of permanent withdrawal, Te Korowai Kahurangi advise NZQA).

4 Responsibilities

Role
Network Deans
Heads of Practice Pathways
Programme Action and Quality Committee
Te Korowai Kahurangi
Executive Leadership
Academic Leaders
Marketing/International
Admissions/Enrolments
External organisations

5 Definitions

Unless otherwise specified, the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

6 Reference Documents

- *Staff Surplus Policy and Procedures*;
- *Academic Evaluation, Review, and Improvements Policy*;
- *Programme Review Guidelines*

7 Document Details

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