

## CLOSURE AND DELETION OF ACADEMIC PROGRAMMES GUIDELINES

<b>Category</b>	Academic programmes
<b>Guidelines owner</b>	Director of Academic Quality
<b>Last review</b>	
<b>Next review</b>	26 February 2029
<b>Effective date</b>	26 February 2024

### 1. PURPOSE

To provide guidance on processes for the closure to new enrolments and deletion of majors, specialisations and programmes.

### 2. SCOPE

These guidelines apply to all formal programmes and to all staff and students of the University.

### 3. DEFINITIONS

**APSG:** The Academic Programmes Sub-Group (APSG) makes decisions on initial proposals for academic developments and has strategic oversight of AUT’s portfolio of academic offerings.

**Closure:** The internal AUT process whereby an academic programme, major, specialisation or minor is approved to be closed to new enrolments and is indicated as such in the AUT Calendar.

**CUAP:** The Committee on University Academic Programmes is responsible for with setting up and applying qualification and regulation approval, accreditation and programme moderation procedures across New Zealand universities.

**Deletion:** Formal notification of deletion to CUAP of an academic programme, major or specialisation and the removal of the deleted programme or subject from the AUT Calendar.

**PARC:** Programme Approval and Review Committee (PARC) is responsible to Academic Board for overseeing the University's approval and review processes for academic programmes.

**University:** The Auckland University of Technology (AUT), including all subsidiaries.

### 4. ACTIONS

Academic Board is responsible for authorising the Closure and Deletion of programmes (see General Academic Statute, Section 2 Academic Board, part 2.3.8).

Faculties may recommend that a programme is to be:

- a. Closed to new enrolments;
- b. subsumed into another programme (with eventual closure of the original programme);
- c. Deleted.

#### **a. Closed to new enrolment or subsumed into another programme**

Closure of a major, specialisation or programme to new enrolments is notified to APSG and Academic Board using the form: [Closure of Programmes](#). APSG considers the request and recommends on Closure to Academic Board.

After Academic Board approval, the programme, major or specialisation is indicated as closed to new enrolments in the next AUT Calendar by the addition of a footnote in the programme's regulations.

Students already enrolled in the programme either complete the programme or may have their courses reassigned to another available programme under transition arrangements. This is an option for students, and must have their approval. If transition arrangements are in place, they must be outlined in the notification to APSG and Academic Board.

#### **b. Formal Deletion**

When all students enrolled in the programme, major or specialisation have completed (including exit under transition arrangements) the programme can be formally Deleted. Deletion is notified to APSG and Academic Board using the following forms:

- [Deletion of programmes](#)
- [CUAP notification of deletion](#)

Both forms are submitted to APSG. The Deletion of Programmes template is used to notify APSG and Academic Board of the intention to delete the programme. APSG considers the request and notifies PARC. PARC then recommends on Deletion to Academic Board. Following Academic Board approval, AQO submits the notification of Deletion to CUAP.

Any remaining transition arrangements are detailed on the CUAP notification of Deletion form.

Once the notification of Deletion is acknowledged in the CUAP minutes, the programme regulations and all other references to it are removed from the next AUT Calendar.

### **5. RESPONSIBILITIES**

Academic Board is responsible for approving the closure and deletion of University academic programmes.

APSG is responsible for:

- recommending on Deletion and Closure new enrolments on programmes, major and/or specialisations to Academic Board.
- Notifying PARC on the deletion of the programme, major and/or specialisation.

PARC is responsible for:

- Recommending on Deletions to Academic Board.

Faculty Board is responsible for:

- Ensuring appropriate transition arrangements are in place for Closures.
- Considering proposals for Closure and Deletions.
- Recommending Closures and Deletions to APSG.

The Academic Quality Office is responsible for:

- Submitting notifications of Deletion to CUAP.

Faculty Registrars are responsible for:

- For closures, ensuring the programme, major and/or specialisation is indicated as closed to new enrolments in the next AUT Calendar
- For Deletion, ensuring that the programme regulations and all other references to the programme, major and/or specialisation are removed from the next AUT Calendar.
- Ensuring that the Admission and Central Fees Teams are aware of any Closures or Deletions.

## **6. POLICY BASE**

[General Academic Statute](#)

## **7. ASSOCIATED DOCUMENTS**

[Programme Approval Policy](#)

[Programme Approval Procedures](#)

[CUAP Handbook](#)

## **8. FORMS/RECORD KEEPING**

[Closure of programmes](#)

[Deletion of programmes](#)

[CUAP notification of deletion](#)

## **9. DOCUMENT MANAGEMENT AND CONTROL**

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