

Closure of a Collaborative Partnership

1. Whether a programme closure is initiated by Liverpool John Moores University (LJMU) or by the partner institution, the closure processes as outlined below must be followed. Safeguarding the interests of students is paramount and any action must include an exit strategy that preserves the integrity and continuation of their education. The university fully recognises, and accepts, its responsibilities towards the remaining students and a strategy will be developed that will enable these students to complete the award on which they originally enrolled.
2. Once it has been formally agreed to close a programme, no more students can be enrolled beyond the agreed final entry point.

Collaborative Programme or Partnership Closure Initiated by LJMU

3. A decision to close a partnership programme may arise due to a change in strategic approach or as a result of issues arising from the operation and performance of the programme.
4. If an LJMU School would like to instigate the closure of a collaborative programme, the first step should be to contact the Academic Quality and Standards Team Leader – Collaborative Provision, so that consideration of any wider contractual circumstances can be factored in, and the timing and approach to communication with the partner can be agreed at the start of the process.
5. Where LJMU identifies a failure by the partner to meet the required academic standards on a collaborative programme, or any other substantive issue contrary to the terms of the agreement, a risk-based decision will be made by the university as to whether the partner will be given the opportunity to take corrective action. In the most severe cases, the university may take the decision to pursue termination without offering the opportunity for corrective action. Failure by the partner to take corrective action in the time specified in the Partnership Agreement may result in a breach of contract and a termination notice being issued.
6. Where a closure relates to a single programme or to a small group of related programmes within one School, the university Guidance for Title Change, Suspension and Closure should be followed.
7. Where a closure relates to a wider Partnership, and effects a number of programmes that are being delivered in partnership with a number of Schools and/or Faculties, a strategic approach to the closure of the Partnership is taken:
 - a) The Executive Leadership Team (ELT) are required to make the final decision, regarding the closure of a university wide partnership.
 - b) As part of the decision, details of the approach and responsibility for initial communication with the partner, to notify intent to close the partnership, will also be agreed. Advice from Legal and Governance Services should be sought before any communication is made.

- c) Following initial communication, the university Guidance for Title Change, Suspension and Closure should be followed to manage the Programme level closure arrangements, and arrangements to terminate the contractual agreement will be followed.

Programme Suspension and Closure

8. The Programme Suspension and Closure process is managed by Academic Registry, and is designed to ensure that arrangements to support all students that remain on the programme are put in place. Further guidance is available [here](#).

Termination of the Partnership Agreement

9. Following a decision by the university to close a partnership, a Termination Notice will be developed by Legal and Governance Services and issued to the Partner.
10. A Termination Notice is a formal notification to the partner that LJMU is cancelling the agreement. The Termination Notice includes reason for termination and whether this is immediate or includes a notice period.

Unexpected Closure of a Partner Organisation

11. In rare circumstances, a collaborative partner may close unexpectedly, posing significant risk to both the students on programme and to the university. In such circumstances, the following procedure will be invoked immediately and the ELT will be alerted to the potential for risk.
12. The Registrar and Chief Operating Officer will become the sole university contact with the partner and will inform the Vice-Chancellor of the unexpected closure. The Registrar will be responsible for convening an emergency meeting to formulate and agree an action plan in relation to the unexpected closure.
13. This meeting will consider the protection of the student experience by completing the information required in the Programme Suspension/Closure Proforma (as required in the Academic Registry process). In addition, when there is an unexpected closure of the partner, the closure meeting will agree:
 - The legal steps to be taken to safeguard the university and the LJMU students on programme(s) at the partner;
 - A financial plan in relation to the withdrawal from the academic partnership;
 - An academic plan for the students registered on LJMU programmes at the partner organisation;
 - A communication strategy (for dealing with students and the media) in relation to the closure of the academic partnership;
 - The responsibilities and key contacts across LJMU Schools in relation to the points above.
14. All attendees of a standard closure meeting should attend, with the exception of the student representative, due to the financial/contractual aspects of the discussion. In addition, the following should be invited.
 - University Registrar and Chief Operating Officer, or nominee.
 - Academic Registrar (Chair).
 - Director of Legal and Governance Services.
 - Academic Registry/International Relations representative.
 - Finance Director, or nominee..

- Director of Corporate Communications and Stakeholder Relations, or nominee.
 - Director of Student Recruitment and Admissions.
 - Head of Quality and Standards or Academic Quality and Standards Team Leader (Collaborative Provision).
 - Head of Student Advice & Wellbeing (or nominee).
15. Following the meeting, the Academic Registrar will draft a summary and action plan. This will include instructions for the Termination Notice to be issued by Legal and Governance Services, which will be signed by the Vice-Chancellor and issued to the partner or their representatives. The Termination Notice will outline the grounds for termination, the obligations to residual students, details of outstanding financial obligations of the partner and the withdrawal of any rights to the LJMU name, brand and intellectual property.