
Cancellation of Programme Intakes Policy

Academic Policy

1 Purpose

While it is the University's intention to accept new students into all programmes that have been advertised as available in a particular year, Victoria University of Wellington reserves the right to cancel intakes for advertised qualifications, majors or subjects in exceptional circumstances. It may do so to ensure that it continues to provide high-quality programmes with sufficient resources. This policy sets out the conditions under which advertised programme intakes may be cancelled

2 Organisational Scope

This is a University-wide policy.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Course of Study:	A set of courses undertaken by a student towards a degree, conjoint or double degree, diploma or other qualification(s); and the requirements with which a student must comply to gain that qualification(s).
Offer of Study:	A notification sent to a student in response to an enrolment application to inform the student of the qualification(s) and course(s) the University is offering them. The student must accept this notification in order to be officially registered in courses.
Programme Intake:	Accepting new students into a qualification, or into a major, subject, specialisation or option offered within a qualification.

4 Policy Content and Guidelines

Victoria University reserves the right to cancel programme intakes which have been advertised on the University website and in University publications such as its [Calendar](#), [Course Catalogue](#), [Guide to Study](#), [Guide to Enrolment](#) and prospectuses in certain circumstances.

The University will not cancel a programme intake after any student has received a confirmed Offer of Study for enrolment in that programme except due to unforeseen and exceptional circumstances as detailed below. Where a programme has to be cancelled after students have been accepted into it, the University will attempt to minimise the adverse consequences for those students.

4.1 Cancellation of Programme Intake

Acceptance of students into an advertised qualification, major, subject, specialisation or option may be cancelled:

- (a) When resources are insufficient; or
- (b) When student demand does not meet the minimum level set by the Faculty for the programme; or
- (c) If other unforeseen circumstances arise which make it impossible to accept new students into the programme.

Note: It is expected that by mid-year faculties will have decided whether any qualifications, majors, subjects, specialisations or options should cease accepting new students in the following year, and will then ensure that publications do not indicate such programmes as being available. This policy does not apply to such situations.

4.2 Approval Process

- (a) This process applies whenever it is not feasible to take new students into a qualification, major, subject, specialisation or option which has been advertised as available in the relevant year.
- (b) Any decision to cancel an advertised programme intake should occur as early as possible, preferably before any students receive an Offer of Study for enrolment in the programme. Later cancellations are more disruptive, and require stronger justification.

Note: Any likely cancellations should be discussed with the Enrolment Office and the Faculty Office as early as possible to agree on appropriate and consistent advice to students who could be affected.

- (c) The Dean consults with the relevant Head of School to consider possible arrangements that could allow the programme to be offered as advertised. If no such arrangements can be made and it is not feasible to offer the programme the Dean then makes a recommendation for cancellation to the Deputy Vice-Chancellor (Academic).
- (d) In recommending a cancellation the Dean will ensure that consideration has been given to students currently enrolled in the programme or in related programmes, and that appropriate alternative arrangements will be made for their courses of study.
- (e) It is expected that in recommending a cancellation, the Dean will also indicate the steps to be taken to review the programme as well as when further recommendations on its future will be made.
- (f) Upon a cancellation being approved by the Deputy Vice-Chancellor (Academic), the Dean is responsible for ensuring that the following people are informed:
 - (i) any affected students currently enrolled in the programme or in related programmes, who must also be informed of who to contact for advice on any implications for their planned course of study;
 - (ii) Faculty Office Administration Managers in all relevant faculties;
 - (iii) Academic Policy Advisor;
 - (iv) Enrolment Manager, Central Student Administration;
 - (v) Course Administration and Timetabling Co-ordinator;
 - (vi) Manager, Student Recruitment and Course Advice; and
 - (vii) VUWSA Education Vice-President

Note: When there has been no new programme intake for three consecutive years, consideration should be given to recommending that the qualification, major or subject be deleted from the University's offerings (see separate [Deletion of Qualifications, Majors, Subjects and Courses Policy](#)).

5 Legislative Compliance

Although the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this policy.

6 References

[Victoria University of Wellington Calendar](#)

[Course Catalogue](#)

[Guide to Study](#)

[Guide to Enrolment](#)

[Deletion of Qualifications, Majors, Subjects and Courses Policy](#)

Previous Version: [archived CancellationOfProgrammeIntakesPolicy_20090729.pdf](#)

7 Appendices

None

8 Approval Agency

Academic Board

9 Approval Dates:

This policy was originally approved on: 02 Dec 1998

This version was approved on: 29 July 2009

This version takes effect from: 29 July 2009

This policy will be reviewed by: 29 July 2012

10 Policy Sponsor

Assistant Vice-Chancellor (Academic)

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

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