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# Cancellation of Programme Intakes Policy

## Academic Policy

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### 1 Purpose

While it is the intention of Victoria University of Wellington to accept new students into all programmes that have been advertised as available in a particular year, the University 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 compliance requirements 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 and return 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.
Resource:	Any physical or virtual entity of limited availability; this can be people, equipment, facilities, funding, or any other component that could compromise the ability of the University to deliver high quality courses and programmes of study.
Student advocacy service:	The person or service provider appointed to independently support and advocate on behalf of students.

### 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 the [Guide to Study](#), the [Guide to Enrolment](#), Faculty Handbooks 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 where there are unforeseen and exceptional circumstances as specified in section 4.1. Where a programme has to be cancelled after students have been accepted into it, the University will attempt to minimise the impact 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) If 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.

#### **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.
- (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 that will be taken to review the programme, as well as when further recommendations on its future will be made.
- (f) Where a cancellation is 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 Managers in all relevant faculties;
  - (iii) Team Leader, Academic Quality & Policy;
  - (iv) Manager, Enrolment Services;
  - (v) Manager, Course Administration and Timetabling;
  - (vi) Manager, Student Recruitment, Admission and Orientation; and
  - (vii) the student advocacy service.

*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

Cancellation of Course Offerings Policy

Deletion of Qualifications, Majors, Subjects and Courses Policy

The above are available at: [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy)

Guide to Study

Guide to Enrolment

The above are available at:

<http://www.victoria.ac.nz/home/about/newspubs/universitypubs.aspx#enrol>

Previous Version: [Cancellation of Programmes Intakes Policy](#)

## 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: 1 December 2011

This version takes effect from: 1 December 2011

## 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:

Martin Boswell

Team Leader, Academic Quality & Policy

Academic Office

Ext: 6830

*Note: In 2012 the provision of the student advocacy service has been contracted to the Victoria University of Wellington Students' Association (VUWSA). The contact person is:*

*Lorraine Guthrie, Student Advocate, VUWSA*

*Email: [advocate@vuwsa.org.nz](mailto:advocate@vuwsa.org.nz)*

*Phone: (04) 463 6984*