



Process for termination of programme Jönköping International Business School

The process for termination of programme at Jönköping International Business School is in line with the Jönköping University Quality Standards as well as criteria posed by national and international accreditations. Specifically, the current process mirrors the process for termination of programme in Jönköping University Quality Assurance System. The process ultimately results in a decision of whether to terminate a programme and the actual termination of a programme at Jönköping International Business School.

Deadlines

Based on the need to plan JIBS' education properly and prepare as well as distribute marketing materials to potential students as early as one year before the start of an academic year the following deadlines will be maintained for all decisions pertaining to termination of programmes. Exceptions will only be accepted with pre-approval by the Dean of JIBS.

Termination of programme, effective for intake 20XX			
Action	Responsible	Deadline	Further Information
Suggestion to terminate programme (recommendation). Documentation of background to terminate programme, including consequence analysis for termination as well as maintaining programme			
Recommendation to terminate programme elaborate in the programme group and then presented in CUME for input. Presentation including documentation with background for suggestion and consequence analysis, for termination as well as maintaining the programme	Associate Dean of Education or Programme Director	May, 20XX-	A suggestion to terminate a specific programme can be based on various reasons. Regardless of reason, to start the process the suggestion should be raised in CUME for discussion.
Information to Dean and Leadership team, including background for recommendation, analysis, input from CUME, and proposal for transitional rules	Associate Dean of Education	May, 20XX-	
Decision to terminate programme (decision)			

The AR prepares <u>decision</u> for the Dean, in agreement with ADE	Academic Registrar	1 June, 20XX-	
If needed, inform the union, and including risk assessment	Dean and/or Associate Dean of Education	Following decision	
Information to students; faculty; and relevant service units for marketing and administrative preparations			
Information to students; faculty; and relevant service units for marketing and administrative preparations	Academic Registrar	15 June, 20XX-1	