

Policy: Guidelines on Minimum and Maximum Cohort Sizes (Intake)

Policy I - Internal Provision

- (i) Cohort sizes will be consistent with the Academic Plan.
- (ii) Minimum and maximum cohort intakes are indicative and context sensitive.
- (iii) Faculties have discretion to recruit above or below the indicative cohort sizes as they see fit in line with DVC/PVC/Planning guidance at Admissions time to achieve the overall Academic Plan.
- (iv) Courses are not normally withdrawn from recruitment once offers of admissions are in place. Derogation must be approved by the PVC (Education) and, where relevant, the PVC (Global Engagement).
- (v) Approval documentation will use the standard course-costing methodology.
- (vi) Indicative projections on undergraduate and *established* postgraduate minimum intake will normally be no less than 15 (FT and PT combined) and will be guided by consideration of course viability and the quality of the student experience.
- (vii) Indicative projections on *new* postgraduate minimum intake will normally range from no less than 10 (FT and PT combined) rising to no less than 15 when established and will be guided by consideration of course viability and the quality of the student experience.
- (viii) Indicative projections on maximum intake will not be subject to an upper limit but will be guided by consideration of resources available to deliver a programme of high quality.
- (ix) Regulated enrolment quotas will be evaluated in light of projected course viability and programme quality.
- (x) Approval documentation will contain the academic and viability rationale for the indicative minimum and maximum cohort sizes.
- (xi) Planning will liaise with Faculties to agree MaSN and Non-MaSN adjustments to the Academic Plan arising from the cohort sizes of new approvals and programme withdrawals.
- (xii) Indicative minimum and maximum cohort plans and actuals will be monitored and shared for Faculty consideration.
- (xiii) Variation of the long-term norm in indicative cohort sizes should be formally re-approved.

Policy II - External (Validated Provision)

- (i) Cohorts sizes in validated provision will be monitored at least annually.
- (ii) A minimum cohort size of no less than 15 per intake across both full-time and part-time cohorts will normally apply.
- (iii) Where recruitment patterns are consistently above or below the expected and approved cohort sizes, the sponsoring Faculty will engage in a rebalancing plan with the provider.
- (iii) Significant recruitment above the maximum (>20%) may carry sanction of suspension of subsequent intakes until the sponsoring Faculty is assured that processes are in place to effectively manage cohort intake.