# Annex B – Programme intake suspension and closure form - collaborative provision

## Information in support of suspension of programmes delivered at collaborative partners.

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| 1**. Basic programme details** |
| **Programme Title:** |
| **Programme Code:** |
| **Type of programme:** *(undergraduate, postgraduate, single hons, joint hons)* |
| **Collaborative Partner:** |
| **Owning Faculty or UWL provision:** |
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| **2**. **Details of suspension of intake(s)** |
| **Date intake suspended from:** |  |
| **Criteria for suspension of intake:**(*please tick*) | Strategic |  |
| Academic |  |
| Economic |  |
| Market |  |
| **Please detail any further information in support of the rationale for the suspension here** |
| **Type of suspension:***(please tick)* | One intake only |  |
| Multiple intakes\*  |  |
| Indefinite, may run in future |  |
| Indefinite, leading to closure |  |
| **\*Please provide more details of the intakes to be suspended.**  |
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| **3. Supporting information** |
| **Applicants to programme***Consideration needs to be given to the* [*Competition and Markets Authority guidance*](https://www.gov.uk/government/publications/higher-education-guide-to-consumer-rights-for-students) *and students’ consumer rights.* |
| If the programme has applicants please indicate numbers: |
| Offers made: |  | Offers accepted: |  |
| **Will applicants be offered a place on an alternative DMU programme?***If yes, note details**Please note, if you are withdrawing a programme and not offering applicants an alternative programme of study, this could be a reportable event to the* [*Office for Students*](https://www.officeforstudents.org.uk/publications/regulatory-advice-16-reportable-events/)*. Please contact EP/GPU or Link Tutor for further advice.*  |
| **Will applicants on other DMU programmes delivered by the partner be affected? (e.g. by withdrawal of modules on the suspended programme)***If yes, note details* |
| **Students on the programme**If the programme has current students please provide the number that will be affected and their demographic profile, including age, disability, ethnicity and sex:*Where there is a disproportionate impact on a particular group, this should be considered as part of the decision-making process and ameliorating action taken as required.* |
| **Indicate if DMU would be affected, and how this would be handled.***You may want to comment on library or IT resources.* |
| **Students’ Union***Please provide details of consultation with members of the Students’ Union, if the suspension/closure will affect existing students.* |
| **Apprenticeships**Is an apprenticeship programme involved? If so, please consult with the Degree Apprenticeships Unit as to the implications of this.  |
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| **4. Endorsement** |
| **Signature of PVC/Dean of Faculty (for faculty-owned programmes) or PVC Education (for validation service provision)**Name: |
| Signature: |  | Date: |  |
| **Signature of Director of International (GPU) or Head of Educational Partnerships (EP)**Name: |
| Signature: |  | Date: |  |
| **Date of Academic Portfolio Strategy Committee/University Leadership Board approval (as appropriate)** |
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| **5. Responsibilities for communicating suspension of intake** |
| **Stakeholder** | **To be informed by** |
| Current students | Partner Institution |
| Applicants | Partner Institution |
| Faculty staff | Link Tutor  |
| Faculty TNE admin team | Link Tutor |
| Marketing/Admissions | Link Tutor (EP for Validation Service) |
| International Office | Link Tutor (EP for Validation Service) |
| Associate Dean (International) | Link Tutor |
| Associate Professor (International) | Link Tutor |
| UCAS/other clearing house | Admissions  |
| Partner institutions | GPU / EP / Link Tutor |
| Department of Academic Quality | Link Tutor (EP for Validation Service) |
| External examiner | Link Tutor (EP for Validation Service) |
| Students’ Union | Link Tutor (EP for Validation Service) |
| Library and Student Services | Link Tutor (EP for Validation Service) |
| Strategic and Planning Services (if a reportable event to OfS is noted) | Link Tutor (EP for Validation Service) |
| Apprenticeships (if linked to an apprenticeship programme) | Link Tutor (EP for Validation Service)  |

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| **6. Re-instatement of programme** (only relevant where the programme has been suspended, and not closed) |
| **Signature of PVC/Dean of Faculty (for faculty-owned programmes) or PVC Education (for validation service provision)**Name: |
| Signature: |  | Date: |  |
| **Signature of Director of International (GPU) or Head of Educational Partnerships (EP)**Name: |
| Signature: |  | Date: |  |

Following the reinstatement of a programme, notification should be sent to Faculty Academic Committee/Programme Management Boards/Development and Review Committee/Academic Portfolio Strategy Committee/Quality Sub-Committee/Validation Service Board for information.