# 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.