**REQUEST FORM FOR THE CLOSURE OR SUSPENSION**

**OF PROGRAMMES**

**Section A: About the Programme**

**(to be completed by School making request)**

|  |  |
| --- | --- |
| **Campus (UK/MC/NC):**  |       |
| **Programme code:**  |       |
| **Programme title:**  |       |
| **Qualification:**  |       |
| **Administering School:**  |       |
| **Mode of Study:** | [ ]  Full Time | [ ]  Part Time |
| **Programme Type:**  | [ ]  Taught | [ ]  Research |
| **Closure or suspension:** | [ ]  Closure [ ]  Suspension |
| **Closure\*** |
| **First year of closure[[1]](#footnote-1):** |       |
| **Last expected graduating cohort:** |       |
| **Suspension\*** |
| **Suspended From:** |       |
| **Suspended To:** |       |

* Requests to close or suspend a programme to new entrants made after 1 May in the academic year preceding the academic year of entry will be referred to the Admissions Office and International Office for agreement having assessed the impact on applicants (i.e. after 1 May 2016 for entry in the 2016/17 session).
* Requests to close or suspend a programme to new entrants may not be made after 1 March in the academic year preceding the academic year of entry for UNNC programmes because of Gaokao recruitment requirements (i.e. after 1 March 2016 for entry in the 2016/17 session).
* Requests would need to be submitted by the end of September 2017 to ensure removal of the programme from the 2019/20 UG printed prospectus and by 24 March 2018 to ensure removal of the programme from the 2019/20 PG printed prospectus.

|  |
| --- |
| **Details about relationship with other provision on same campus** |
| I can confirm that

|  |  |
| --- | --- |
| **[ ]**  | There are no other Schools involved in the delivery of this programme[[2]](#footnote-2) |
| **[ ]**  | No other Schools make use of modules which would no longer exist |

**Where either of the above are not checked please complete the details below** |
| **Name of School(s)** |       |
| **Please provide a measure of impact, the names of those consulted, any other relevant comment. With this form submit evidence of agreement to the closure from the School(s) named above.**       |

|  |
| --- |
| **Details about relationship with other campuses**  |
| I can confirm that

|  |  |
| --- | --- |
| **[ ]**  | This programme is not offered on another campus |
| **[ ]**  | There is no inter-campus student mobility associated with this programme[[3]](#footnote-3) |

**Where either of the above are not checked please complete the details below** |
| **Name of campus** |       |
| **Please provide a measure of impact, the names of those consulted, any other relevant comment.**      Please note this form will be circulated to Professional Services colleagues at the relevant campus for consideration by the appropriate committee. |

**Section B: Rationale and Implications**

**(to be completed by School making request)**

|  |  |
| --- | --- |
| **Current students:** | Please provide 1. student numbers for at least the last three years
2. explain the arrangements for existing students (where existing students will be able to complete, please confirm that this includes resits)
3. detail consultations with affected students

      |
| **Current applicants:** | Please provide 1. applicant numbers[[4]](#footnote-4) for at least the last three years
2. explain the arrangements for current applicants

      |
| **Current offer holders on CELE/TUNIC programmes:[[5]](#footnote-5)** | I can confirm that

|  |  |
| --- | --- |
| **[ ]**  | There are no current CELE or TUNIC students holding offers for this programme |

**Where the above is not checked please provide the following information:**1. the number of offer holders
2. the arrangements for these offer holders
3. a measure of impact

      |
| **Rationale for closure:** | Please give the rationale for closure/suspension[[6]](#footnote-6)      |
| **PVC approval:** | Please give confirmation that the Faculty PVC has been consulted (this is only necessary where the programme to be closed is financially viable).      |
| **Requested by** (name and department)**:** |       |
| **Approved in School by what committee and on what date:** |       |
| **Date:** |       |
| **Name & Signature[[7]](#footnote-7):** |       |
| *Please note that the submission of this document to Service Development - Academic Processes will be deemed a signed statement, even in the absence of a handwritten or electronic signature.* |

**For Office Use Only (to be completed by UNUK Curriculum team)**

***Does this programme closure require approval by another campus?***

[ ]  No [ ]  Yes – Campus  If yes, section C should be completed. If no go straight to section D.

***Sent to: Sent on:***

**Section C: Campus Approval**

**(to be completed by Campus Curriculum team)**

|  |  |
| --- | --- |
| **Name of Committee and Date:** |       |
| **Comments/notes from Curriculum team UNUK** (this section is to be completed by Curriculum Services to provide contextual information relating to the closure/suspension and to specify questions to which an answer from the relevant campus committee is being sought).      |
| **Summary of relevant campus decision and/or comment**     Please mark one outcome below[ ]  Accepted [ ]  Not Accepted Date: |

**Section D: QSC Approval**

**(to be completed by UNUK Curriculum team/QSC member)**

|  |  |
| --- | --- |
| ***Sent to:*** |       |
| ***Sent on:*** |       |
| **Comments/notes from Curriculum team UNUK** (this section is to be completed by Curriculum Services and aims to provide any contextual information relating to the closure/suspension for the consideration of the Quality and Standards Committee Representative)      |
| **Summary of decision and/or comment**     Please mark one outcome below[ ]  Approved [ ]  Referred back to School Date: |
| ***Saturn updated*** |  |
| ***Reported to QSC*** |  |
| ***Email confirmation*** |  |

1. Please note if this is different for different campuses and remember to consider foundation and preliminary year students [↑](#footnote-ref-1)
2. This need not be checked where involvement is limited to ad hoc subsidiary module enrolment [↑](#footnote-ref-2)
3. This includes 2+2 programmes, programmes including a year abroad etc. [↑](#footnote-ref-3)
4. Please include information on application, offer and acceptance status [↑](#footnote-ref-4)
5. Please contact Martina Daykin (ss-educct-jc@nottingham.ac.uk) for information about offer holders on CELE programmes; please contact Helen Foster (helen.foster@nottingham.ac.uk) for information about TUNIC offer holders [↑](#footnote-ref-5)
6. Examples might be: Demand for the programme is too small to cover the cost of delivery. Staff involved in teaching are permanently unavailable and it is unduly difficult or impossible to replace them. Updating of the Schools curriculum has led to a change in the range of programmes the School wishes to provide. [↑](#footnote-ref-6)
7. This should be the Head of School for the relevant Academic Unit [↑](#footnote-ref-7)