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**REQUEST FOR THE CLOSURE OR SUSPENSION OF PROGRAMMES**

**Schools must complete Section A, Section B and Section C**

**Section A: About the Programme**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Campus | Select | UCAS Code |   | Academic Plan Code |   | Qualification |   |

|  |  |
| --- | --- |
| Programme Title |   |
| 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 |  |
| All suspensions are automatically considered indefinite. Schools will be asked annually by their Faculty PVC in liaison with the Curriculum Approvals and Advisory Team if they intend for a suspended programme to reopen to recruitment. Programmes that have been in suspension for several years may be asked to consider permanent closure. |

\*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 for agreement having assessed the impact on applicants (i.e. after 1 May 2023 for entry in the 2023/24 session). Programmes with international offer holders will also be referred to the Visa and Immigration team for agreement.

\*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 2023 for entry in the 2023/24 session).

\*Requests would need to be submitted by November 2022 to ensure removal of the programme from the 2024/25 UG digital prospectus and by the end of March 2023 to ensure early removal of the programme from the 2024/25 PG online prospectus.

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| Details about the relationship with other provision on the same campus[[2]](#footnote-2) |
| I can confirm that: |[ ]  There are no other Schools involved in the delivery of this programme |
|  |[ ]  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 and positions of those consulted, and any other relevant comment. With this form submit evidence of agreement to the closure from the School(s) named above. |
|  |

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| Details about the relationship with other campuses and partners |
| 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) |
|  |[ ]  There is no partnership agreement associated with this programme[[4]](#footnote-4) |
| Where any of the above are not checked, please complete the details below |
| Name of campus or partner institution |  |
| Please provide a measure of impact, the names and positions of those consulted, and 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 Impact**

|  |
| --- |
| Current Students |
| Student numbers for the last three years |  |
| Explain the arrangements for existing students |  |
| Where existing students can complete, does this include resits? |  |
| Detail consultations with affected students |  |

|  |
| --- |
| Current Applicants |
| Applicant numbers for the last three years | Year | Applicants | Offers Made | Offers Accepted |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Explain the arrangements for current applicants[[5]](#footnote-5) |  |

|  |
| --- |
| Current offer holders on CELE/TUNIC programmes |
| I can confirm that: |[ ]  There are no current CELE or TUNIC students who have accepted offers for this programme[[6]](#footnote-6) |
| Where the above is not checked, please provide the following information |
| The number of students who have accepted offers |  |
| The arrangements for these students |  |
| A measure of impact |  |

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| --- |
| Rationale for closure |
| Please give the rationale for closure/suspension[[7]](#footnote-7) |
|  |

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| 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) |
|  |

|  |
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| Requested by |
| Name |  | School/Dept |  | Position |  |

|  |
| --- |
| Approved in School |
| Committee |  | Date |  |

**Section C: Declarations**

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| Please read and confirm each statement by checking the box. Please note where accompanying documentation is required. |

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| I understand that applicants who have accepted an offer of a place on the programme cannot be informed of the change **until after approval has been given** |[ ]

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| Where a programme closure/suspension affects current students, I confirm those students have been consulted *(please enclose evidence of this, including objections raised)* |[ ]

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| **Signing of request[[8]](#footnote-8)**Please note that the submission of this document to the Curriculum Approvals and Advisory Team will be deemed a signed statement, even in the absence of a handwritten or electronic signature. |
| Date | Select Date | Name |   | Position |   |
| Signature |  |

**Please submit this form to** ss-curriculumadvice@nottingham.ac.uk

|  |
| --- |
| **For Office Use Only** (UNUK Curriculum Approvals and Advisory Team) |
| Does this programme closure require approval by another campus or by PPM? | Yes |[ ]  If yes, Section D and E should be completed respectively. If no, go straight to Section E |
|  | No |[ ]   |
| Sent to |  | Sent on |  |

**Section D: Campus Approval**

*To be completed by Campus Curriculum team (UNNC/UNM)*

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| Approval |
| Committee |  | Date |  |

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| --- |
| Comments/notes from UNUK Curriculum Approvals and Advisory TeamThis section is to be completed by the UK Curriculum Approvals and Advisory Team 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 |
|  |
| Outcome | Approved |[ ]  Not approved |[ ]  Date |  |  |

**Section E: Partnerships Approval**

*To be completed by Senior Manager for PPM*

|  |  |  |  |
| --- | --- | --- | --- |
| Sent to |   | Sent on |   |
| Comments/notes from PPM teamThis section is to be completed by the PPM team and aims to provide any contextual information relating to the closure/suspension |
|   |
| Summary of Decision and/or comment |
|   |
| Outcome | Approved |[ ]  Referred back to School |[ ]  Date |   |  |
| Please confirm Campus Solutions plan codes for closure |   |  |

**Section F: Quality and Standards Committee Approval**

*To be completed by UNUK Curriculum Approvals and Advisory Team/QSC member*

|  |  |  |  |
| --- | --- | --- | --- |
| Sent to |   | Sent on |   |
| Comments/notes from UNUK Curriculum Approvals and Advisory TeamThis section is to be completed by the UK Curriculum Approvals and Advisory Team 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 |
|  |
| Outcome | Approved |[ ]  Referred back to School |[ ]  Date |  |  |

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| --- |
| **For Office Use Only** (UNUK Curriculum Approvals and Advisory Team) |
| Administration |
| Notes |   |

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. This includes progression and articulation agreements. If unsure, please consult with the Partnerships, Placements and Mobility team for guidance. [↑](#footnote-ref-4)
5. Please note that applicants who have **accepted an offer** of a place on the programme **cannot** be informed of the closure/suspension until **after approval has been given**. [↑](#footnote-ref-5)
6. Please contact **both** ss-educct-jc@nottingham.ac.uk **and** cele-presessionaladmissions@nottingham.ac.uk for CELE offer holder information. For TUNIC offer holder information, please contact Lisa Stocks (lisa.stocks@nottingham.ac.uk). [↑](#footnote-ref-6)
7. 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 School’s curriculum has led to a change in the range of programmes the School wishes to provide. [↑](#footnote-ref-7)
8. This should be the Head of School (or equivalent) for the relevant Academic Unit [↑](#footnote-ref-8)