

**REQUEST TO CLOSE OR SUSPEND RECRUITMENT TO A COURSE**

1. Please refer to the University’s Procedure for Closing or Suspending Entry to a Course before completing this form.
2. Each request to close or suspend entry should be made using a separate form. However, multiple course codes for the same award (e.g. BSc Science) can be included on one form as appropriate (for example the course on-campus and at partners, different delivery modes etc.)
3. Please complete Sections A-G below as appropriate. If a particular section is not applicable, please write ‘not applicable’.
4. Please ensure the request has been approved by the Dean of the School.
5. Please submit the completed form to Rebecca Butler in AQS for consideration at Quality & Enhancement Committee.

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| **School:** |  |
| **Date approved by Dean:** |  |

**Section A: Course(s) to be Closed/Entry Suspended**

*Please include each course code as a separate line.*

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| **Course Code** | **Course Title** | **UCAS Course Code (where applicable)** | **Date of closure/ suspension** | **Date the last cohort was /will be recruited** | **Closure or Suspension of Entry?**  *If suspending entry please complete* Section *C below* | **On-campus or partner delivered?**  *If partner, please provide partner name* | **Will this course continue to be open for recruitment either on-campus or at any other partners?**  *If YES please complete* Section *D below.* |
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**Section B: Rationale for Closure/Suspension Request**

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**Section** **C: Suspending Entry to Courses: Duration of Suspension**

*For each course suspension request, please provide proposed suspension length (which can be up to three years) and a rationale for this.*

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| **Course Code** | **Duration of Suspension** | **Rationale** |
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**Section D: Courses to be Closed/Entry Suspended: Instances where course will continue to be open for recruitment either on-campus or at partners**

*Please indicate where courses to be closed/suspended in one location will continue to be open for recruitment elsewhere (either on-campus or at another partner(s)) and outline what impact (if any) this closure/suspension will have on those locations. Where an on-campus course which is to be closed will continue to run at a partner(s) please provide information on how the partner provision will continue to be monitored and developed.*

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| **Course Code of course to be closed/suspended** | **Details of where the course will continue to run** *(please state either ‘on-campus’ or give the partner name and provide the relevant course code in brackets: for example Australia College (OOOO-0099); On-Campus (SSTK-00888) etc.)* | **Will this closure have any impact on the delivery of the course at other locations?**  *If yes please provide details along with action to be taken to resolve any issues and continue to monitor and develop the course.* |
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**Section E: Courses to be Closed/Entry Suspended: Current Applications**

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| **Course Code** | **Applications in cycle** | **Offers made** | **Offers Accepted (Firm)** | **Offers Accepted (Insurance)** | **Total Offers Accepted** | **Awaiting Response to Offer** | **Applications awaiting Decision** | **Total applicants to be contacted** |
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**Please outline proposed arrangements for communicating with applicants who have accepted a place on the course(s)**

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**Section F: Courses to be Closed/Entry Suspended: Enrolments**

*Please provide both full and part-time numbers and expected completion dates.*

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| **Course Code** | **Current Level 3 enrolments** | **Current Level 4 enrolments** | **Current Level 5 enrolments** | **Current Level 6 enrolments** | **Current Level 7 enrolments** | **Current Level 8 enrolments** | **Projected Enrolments – Next Intake** |
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**Please outline proposed arrangements to support students currently on the course(s) to completion.**

*Please note that should it not be possible for students enrolled on the course which is being closed to be supported on that course to completion, Quality Committee will require additional evidence that the students have been consulted, in line with the Procedure for Closing or Suspending Entry to a Course.*

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**Section G: Closed Courses: Replacement Course Titles/Codes:**

**Are any of the courses proposed for closure being replaced by another course title/code? If yes, please provide details.**

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