# **C:\Users\rjt2\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\C66DBA68.tmpPlan for Courses in Teach-Out**

## Notes:

1. Actions arising should be allocated to a named individual and added to the respective course monitoring plan. These will then be monitored through the course monitoring procedure.
2. Teach-out plans should be approved and monitored by the relevant School Academic Committee and will be noted at Quality and Enhancement Committee.

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| **School/Department** |  |
| **Form Completed By** |  |
| **Site of Delivery (On Campus / Collaborative Academic Partner)** |  |
| **Date Closure Approved** |  |
| **Completion Date for Final Cohort** |  |

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| **Courses Being Closed** | |
| **Course Code** | **Course Title** |
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| **Students Remaining on Courses** | | |
| **Course Title** | **Level** | **Student Numbers** |
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**Part A: Assuring Academic Standards and Quality**

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| **Programme Structure, Content and Learning Outcomes**   * Have any issues been identified in relation to the course structure, aims, learning outcomes and assessments? If so, how are these being addressed for the remainder of the programme? Will the course content remain current and appropriate for the teach-out period? * Have any issues been raised by External Examiners that could have an impact on the course? * Is the course accredited by a PSRB? If so, are there any requirements from the PSRB with regards to the closure? | |
| **Review/Comments** | **Action (what, who, when)** |
| **Learning Resources**   * Will appropriate staffing remain in place for the duration of the teach-out? * Will all required resources e.g. software, textbooks etc remain available to all students during the teach out period? * Are there any work-based learning opportunities on the course and, if so, how will these continue to be supported? | |
| **Review/Comments** | **Action (what, who, when)** |

**Part B: Student Experience and Feedback**

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| **Student Experience, Support and Feedback**   * How will the student experience be ensured during the teach-out period? * Outline the mechanisms in place for students to feed back on their experiences e.g. course committees, surveys etc? * Have students been counselled regarding the status of their course and given assurances about their experiences? * If students have raised any concerns, please detail these and provide evidence of how these have been addressed in a timely manner? | |
| **Review/Comments** | **Action (what, who, when)** |