**QUEEN'S UNIVERSITY BELFAST**

**Withdrawal or Suspension of Programmes - Pro-forma**

**SECTION A: CLOSURE or SUSPENSION of PROGRAMMES**

**Please select which option is being requested. Decisions on programme closures (withdrawals) should normally be made prior to the start of the recruitment cycle.**

Please refer to deadline and key dates guidance [here.](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ProgrammeApprovalandReview/ProgrammeManagement/WithdrawalandSuspensionofProgrammes/)

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| 1. Name of School/Institute: | |  | |
| 1. Title of programme to be closed/suspended (Please include all entrance route e.g. MSc/PGDip/PGCert): | |  | |
| 1. Qsis Programme Plan (e.g. ELE MSC-SE): |  | 1. HECoS Code UCAS Code  (UG programmes only) |  |
| 1. Duration and level (e.g. 3-years full-time Single Honours/Masters): | |  | |
| 1. What was/will be the date of the last intake? | | | |
| 1. When was the last cohort expected to complete the programme? | |  | |
| 1. Reasons for closure (e.g. recommended by a programme review group): | | | |
| 1. Please state enrolments on the programme for the preceding three academic years. | | | |
| 1. Please provide information on the number of applications for the current academic year. | | | |

**SECTION B: TRANSITIONAL ARRANGEMENTS:**

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| 1. Please explain the transitional/teaching out arrangements and safeguards for existing (full-time, part time and those on leave of absence) students while the programme is phased out. Please indicate if there will be a reduction in the number of modules offered and will the School be able to offer all core/compulsory modules. |
| 1. Please confirm the arrangements in place for communication to current applicants regarding the closure/suspension of the programme. |
| 1. Is another course being introduced as a consequence of this closure? (Note: the new programme need not necessarily be a direct replacement for the course which is being withdrawn). |

**SECTION C: RESOURCE IMPLICATIONS:**

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| 1. Please explain how resources will be re-deployed (e.g. will teaching staff undertake alternative duties?) |
| 1. Have revised student number projections been considered by the Faculty Business Partner. Please consider any implications for student numbers in the School/Institute and across the University - e.g. will students switch to other programmes in the School/Institute, or will students apply to other universities. |

**SECTION D: COLLABORATIVE PROGRAMMES ONLY:**

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| 1. Does this meet the period of notice for closure as outlined in the Memorandum of Agreement? |

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| *The above details are correct and the proposal has my support.*    **Head of School Signature (or Nominee) …………….……………………**  **Date …………….……………………** |
| **To be completed by the Finance Dept.**  *Closing this programme will have the following effect on the financial position of the School/Institute:*  **Finance Business Partner Signature …………….……………………**  **Position …………………………………**  **Date …………….……………………** |
| **To be completed by the Faculty Executive Board**  *I confirm that the above details are correct. I have considered the rationale provided and all relevant implications of the withdrawal/suspension of this programme. The recommendation has the Faculty Executive Board’s support.*  **Chair of Faculty Executive Board (or nominee) Signature …………….……………………**  **Date …………….……………………** |

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| *The completed form should now be forwarded to Academic Affairs (*[*egp@qub.ac.uk*](mailto:egp@qub.ac.uk)*) .* |
| **Notes**   1. When a programme involves collaborative provision with an external body (e.g. another college or university), Schools should contact the Educational Partnerships team in Academic Affairs ([cpg@qub.ac.uk](mailto:cpg@qub.ac.uk)), as a period of notice may be stipulated in the memorandum of agreement with the external body. Any proposed closure from a collaborative arrangement will need the formal approval by the University. |