Accelerated Programme Closure Form

A programme which has no registered students and for which there are no outstanding applications may be closed using the accelerated process[[1]](#footnote-1). On these occasions, the Accelerated Programme Closure Form can be used. These programmes can be approved by the School Programmes Committee, supported by Faculty Board and reported to AQSC.

If a programme is suspended using this process and a decision is taken at a later date to close it, there is no need to repeat the whole process. Rather the School Programmes Committee should revisit the original form together with an updated rationale and any further consultation.

# Programme details

|  |  |
| --- | --- |
| School |  |
| Faculty |  |
| Programme title |  |
| Programme code (include Banner code (and UCAS code if needed) |  |
| Length of Programme |  |
| Mode of Study |  |
| Date of most recent programme validation |  |

# Information about the proposed closure

|  |  |
| --- | --- |
| Are there any registered students on the programme, outstanding offers, deferred offers  If *YES, you are not using the correct form and need to use the Programme Closure or Suspension Form in the Quality Handbook.* | Yes/No |
|  | |
| Are there any applicants?  If *YES, describe how you will notify applicants and support them to transition to comparable programmes internally or at other institutions.* | Yes/No |
|  | |

## Shared Teaching and Joint Programmes

|  |  |
| --- | --- |
| Is this is a joint honours programme? *If YES, please confirm that discussions have taken place with the other Faculty and that the other Faculty was supportive of the proposal to close the programme.* | Yes/No |
|  | |
| Are other faculties are involved in delivering the programme (e.g. shared teaching)? *If YES, please provide further details here. Confirm that the proposed closure has been communicated to them and note below any issues arising from this communication.* | Yes/No |
|  | |
| Do other programmes use modules from this programme and/or will other programmes be affected by this proposed closure? *If YES, please provide further details here (including School(s), programme title and module code/title). Confirm that the proposed closure has been communicated to the other Programme Leaders and note below any issues that have been identified.* | Yes/No |
|  | |
| Identify major/minor combinations that will cease as a result of the proposed closure/suspension. *If there are major/minor combinations that are affected, confirm that you have communicated this to the relevant School(s).* |  |
|  | |

## External Accreditation

|  |  |
| --- | --- |
| Does the programme involve external accreditation/ professional recognition? *If YES, please provide further details here, including the date of renewal. Confirm that the PSRB has been contacted.* | Yes/No |
|  | |

## Collaborative Programmes

|  |  |
| --- | --- |
| Is this a collaborative programme? *If YES, please answer i to v below and if YES, please provide further details* | Yes/No |
| i. Is Southampton the lead institution? | Yes/No |
| ii. Is the collaboration international? | Yes/No |
| iii. Does the programme lead to a joint award with another institution? | Yes/No |
| iv. Does the programme involve students moving between an international partner and the University of Southampton? | Yes/No |
|  | |
| v. Have you contacted Legal Services for advice about the termination clauses in the memorandum of agreement? *If YES outline below any issues raised and advice given by Legal Services. If you have not contacted Legal Services, explain why not.* | Yes/No |
|  | |

# Rationale for the proposed closure

|  |
| --- |
| Key reasons why the University of Southampton should close the programme. |
|  |

# Initial consultation

|  |
| --- |
| If other faculties are involved in delivering the programme or it is joint programme, this section must be completed by the representative from the non-initiating School |

|  |  |  |
| --- | --- | --- |
| *Name of non-initiating School representative* |  | |
| *Position (e.g. Director of Programmes)* |  | |
| *Have you been consulted about the proposed closure?* | | Yes/No |
| *School* |  | |
| *Email* |  | |
| *Date* |  | |

|  |  |  |
| --- | --- | --- |
| *Name of non-initiating School representative* |  | |
| *Position (e.g. Director of Programmes)* |  | |
| *Have you been consulted about the proposed closure?* | | Yes/No |
| *School* |  | |
| *Email* |  | |
| *Date* |  | |

# Contact details

|  |  |
| --- | --- |
| Name of proposer |  |
| Position (e.g. Director of Programmes) |  |
| E-mail |  |
| Date |  |

# Consideration by School Programmes Committee

* 1. School Programme Committees will review the outcome of the consultation detailed in this form, paying particular attention to any requirements for joint and/or collaborative programmes.

|  |  |  |
| --- | --- | --- |
| Date of consideration |  | |
| Decision | a | approve the proposal to close or suspend the programme. |
| b | request further information before coming to a decision as to whether to approve the proposal. |
| c | reject the proposal to close or suspend the programme. |
| Rationale for decision |  | |
| Conditions (where applicable) |  | |

* 1. The approval of the School Programmes Committee will be reported to AQSC. The CQA Team Leader will email this completed form to [qsa@soton.ac.uk](mailto:qsa@soton.ac.uk)

# Internal Communications

* 1. The Faculty Curriculum and Quality Assurance team will ensure that all necessary action is taken to remove programme(s) and associated modules on Banner.
  2. The Faculty Curriculum and Quality Assurance team will ensure that the Curriculum Manager System is updated.
  3. The Faculty Academic Registrar, in conjunction with relevant Student and Academic Administration Teams, will ensure that the programme closure is reported to the relevant teams in the Faculty and School.
  4. The programme lead will consult with colleagues in Communications and Marketing to amend the programme pages on the web.
  5. The Secretary of AQSC will inform the Directors of Professional Services of the programmes that have been reported to AQSC.

1. Programmes that fall into this category are normally identified as part of the annual curriculum planning process. [↑](#footnote-ref-1)