Programme Closure or Suspension Form

Stage 1: Proposal

# 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 review |  |

# Information about the proposed closure or suspension

## 2a. Programme Closure/Suspension details

|  |  |
| --- | --- |
| Date of last admission  |  |
| Proposed date of closure (assuming progression and completion within normal timescales)  |  |
| Proposed date of closure (assuming progression and completion delayed by repeating students)  |  |
| Proposed date of suspension  |  |
| Proposed date when recruitment will be resumed (for suspensions) |  |
| Is this a distance-learning programme? *If YES, please provide further details here* | Yes/No |
|  |
| Does the programme involve external accreditation/ professional recognition? *If YES, please provide further details here, including the date of renewal* | Yes/No |
|  |

## 2b. Student information

|  |
| --- |
| Number of students currently registered on the programme (by each part/year). *List number of students (headcount) not FTE.* |
| Year1 |  | Year 2 |  | Year 3 |  | Year 4 |  |
| Are there any applicants, offer holders or deferred offer holders for the intake affected by this proposal? *If yes, how many?* | Yes/No |
| Applicants |  | Offer holders |  | Deferred offer holders |  |

## 2c. For joint programmes

|  |  |
| --- | --- |
| Is this is a joint honours programme?*If YES, please confirm that initial discussions have taken place with the Faculty Academic Registrar and colleagues in these other Schools, and that the other Schools are supportive of the proposal to explore closure or suspension.* | Yes/No |
|  |
| Are other Schools involved in delivering the programme (e.g. shared teaching)? If YES, please provide further details here | 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, programme title and module code/title)*  | 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 Schools* |
|  |

## 2d. For Collaborative Programmes

|  |  |
| --- | --- |
| Is this a collaborative programme? If no, move to section 3. | Yes/No |
| Is Southampton the lead institution? | Yes/No |
| Is the collaboration international? | Yes/No |
| Does the Programme Leader to a joint award with another institution? | Yes/No |
| Does the programme involve students moving between an international partner and the University of Southampton? If YES please provide further details here | Yes/No |
|  |
| 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 not, explain why not. | Yes/No |
|  |

# Rationale for the proposed closure or suspension

|  |
| --- |
| Key reasons why the University of Southampton should close or suspend the programme *(include all relevant detail)* |
|  |
| Is the programme being replaced? *If YES, provide details of the replacement programme and whether the replacement programme has been validated (and to what date). Is the intention to invite existing students to transfer to the replacement programme?* | Yes/No |
|  |
| Will existing students be invited to transfer to the replacement programme? *If YES, please provide further details here of the arrangements that are in place for this.* | Yes/No |
|  |
| Will current students remain on the existing programme? *If YES, please provide further details here of how the quality of the student experience will be maintained during the teach out phase.* | Yes/No |
|  |
| Is the proposal to suspend recruitment to the existing programme for any reason? *If YES, please provide further details here, including the rationale and the conditions under which recruitment will re-commence.* | Yes/No |
|  |

# Initial consultation

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| --- |
| 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 or suspension and are you content for the proposal to explore closure/suspension of the programme?* | Yes/No |
| *School* |  |

|  |  |
| --- | --- |
| *Name of non-initiating School representative* |  |
| *Position (e.g. Director of Programmes)* |  |
| *Have you been consulted about the proposed closure or suspension and are you content for the proposal to explore closure/suspension of the programme?* | Yes/No |
| *School* |  |

|  |  |
| --- | --- |
| *Name of non-initiating School representative* |  |
| *Position (e.g. Director of Programmes)* |  |
| *Have you been consulted about the proposed closure or suspension and are you content for the proposal to explore closure/suspension of the programme?* | Yes/No |
| *School* |  |

# Contact details

|  |  |
| --- | --- |
| Name of nominee |  |
| Position (e.g. Director of Programmes) |  |
| Date |  |

# Consideration by School Programmes Committee

|  |  |
| --- | --- |
| Date of consideration |  |
| Decision | a | Endorse the proposal to investigate the closure or suspension of the programme. |
| b | Request further information before coming to a decision as to whether to endorse the proposal. |
| c | Reject the proposal to investigate the closure or suspension of the programme. |
| Rationale for decision  |  |
| Conditions (where applicable) |  |

# Consideration by Faculty Board (if required)

|  |  |
| --- | --- |
| Date of consideration |  |
| Decision | a | Endorse the proposal to investigate the closure or suspension of the programme. |
| b | Request further information before coming to a decision as to whether to endorse the proposal. |
| c | Reject the proposal to investigate the closure or suspension of the programme. |
| Rationale for decision  |  |
| Conditions (where applicable) |  |

# Consideration by AQSC

|  |  |
| --- | --- |
| Date of consideration |  |
| Decision | a | Approve the recommendation of the Faculty Board to investigate the closure or suspension of the programme. |
| b | Request further information before coming to a decision as to whether to approve the recommendation of the Faculty Board |
| c | Reject the recommendation of the Faculty Board to investigate the closure or suspension of the programme. |
| Rationale for decision  |  |
| Conditions *(where applicable)* |  |

Stage 2: Consultation

# Contact Details

* 1. Name and position of person nominated by Deputy Head of School (Education) to lead on the consultation.

|  |  |
| --- | --- |
| Name of nominee |  |
| Position (e.g. Director of Programmes) |  |
| Date |  |

# Consultation with students

|  |  |
| --- | --- |
| i | Has a meeting been held with the students currently enrolled on the programme (and any linked programmes) in order to discuss the implications of the proposed closure or suspension? *If modules from the programme form core or compulsory modules on other programmes, then student representation from those programmes should also be sought. Please include the date of meetings, numbers of students present and details of any student representatives who attended the meeting. Do not identify the students attending by name. Append anonymised notes from the meeting/s to this form. Students attending meetings should be informed that their comments will not be attributed. Please see Appendix A for guidance about the students to be consulted in different scenarios of programme closure).* |
|  |
| ii | What is the impact of programme closure or suspension on students currently enrolled on this programme and related programmes? |
|  |
| iii | Confirm that the issues raised at these meetings have been formally discussed at SSLC meetings (include date) and insert the extract of the minutes(s). |
|  |

# Consultation with other Schools

|  |  |
| --- | --- |
| i | Where the programme involves joint honours, or are part of other programmes, please provide details of the consultation process that has been conducted. *Outline the impact that the programme closure or suspension will have on the provision to other students within the University of Southampton (include date of discussion, name and position of those in attendance from other programmes/Schools).*  |
|  |
| ii | For joint honours programmes, or where teaching is shared across Schools, this section must be completed by the representative from the non-host School that completed the relevant box in Stage 1. |
| Name of non-host School representative |  |
| *Position* |  |
| *School* |  |
| *Date* |  |

# Consultation with internal stakeholders

|  |  |
| --- | --- |
| i | Have you consulted/notified internal stakeholders about the proposed closure or suspension? *The Director of Programmes (or person leading on Stage 2 of this process) should decide which of the following need to be consulted or notified about the proposal:* |
| * a
 | All affected Schools (through the Faculty Academic Registrar) and local learning and teaching staff (where applicable) | Yes/No |
| * b
 | Recruitment and Admissions Team | Yes/No |
| * c
 | Communications and Marketing | Yes/No |
|  | iSolutions | Yes/No |
|  | Library | Yes/No |
|  | Student Services | Yes/No |
|  | Student and Academic Administration (timetabling/visas) | Yes/No |
|  | Strategy and Planning | Yes/No |
|  | International Office | Yes/No |
|  | Human Resources | Yes/No |
| ii | What feedback has been given by those consulted/notified? |
|  |

# Consultation with external stakeholders *(if not applicable go to section 12)*

|  |  |
| --- | --- |
| i | What impact will the closure or suspension of this programme have on the external accreditation of other programmes within the University of Southampton? |
|  |
| ii | Please provide details of consultations with external accreditation/professional or regulatory bodies. *Append notes of any meetings or discussions with external bodies (include date of discussion, name and position of those in attendance).* |
|  |
| iii | What impact will the closure or suspension of this programme have on the relationship with collaborative partners? |
|  |
| iv | Please provide details of consultations with collaborative partners.  *Append notes of meetings or discussions with collaborative partners (include date of discussion, name and position of those in attendance).* |
|  |
| v | Have applicants been informed that the programme might be closed or suspended and been advised about their alternative options at the University of Southampton in line with the Policy for Closing or Suspending a Programme? | Yes/No |

# Recommended arrangements for teaching out the programme

|  |  |
| --- | --- |
| i. | In reflecting on feedback and recommendations received as part of the consultation, please report on the proposed arrangements which will be made for students currently enrolled or enrolled prior to the last date of admission, to support them through to completion. *Include information about ongoing monitoring requirements for the programme in line with the requirements of the University’s QME framework.* |
|  |
| ii | Where students have been accepted for deferred entry, please indicate the arrangements that will be made for them. |
|  |
| iii | Is the external examiner satisfied with the recommended arrangements? |
|  |

# Confirmation by the Director of Programmes (or nominee)

|  |  |
| --- | --- |
| Full programme details are complete. | Yes/No |
| All Schools and Programmes linked to this programme have been clearly identified and there is clear evidence of consultation with relevant Programme Leads | Yes/No |
| Clear evidence of consultation with students and offer holders including details of meetings and reporting to SSLC. | Yes/No |
| Clear evidence that other partners have been consulted (where relevant). | Yes/No |
| Date consultation completed. |  |
| Please confirm whether the proposal to close/suspend the programme has been discussed with representative from other Schools within the University. | Yes/No |
|  |  |
| Has agreement been reached regarding the plans for teaching-out the programme (as described above)? If not, what changes are required and how will these be discussed with relevant student groups? | Yes/No |
|  |  |
| Has the programme closure or suspension process resulted in any additions to the School’s Action Plan? If ‘yes’ provide details below. | Yes/No |
|  |  |
| Will the programme require review or an extension of the period of approval to accommodate the teach-out phase? | Yes/No |

Stage 3: Approval

# Consideration by School Programmes Committee

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

# Consideration by Faculty Board

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

# Consideration by AQSC

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