Programme Closure or Suspension Form

Stage 1: Proposal

# Programme details

School: Click or tap here to enter text.

Faculty: Click or tap here to enter text.

Programme title: Click or tap here to enter text.

Programme code (include Banner code (and UCAS code if needed): Click or tap here to enter text.

Length of Programme: Click or tap here to enter text.

Mode of Study: Click or tap here to enter text.

Date of most recent programme review: Click or tap here to enter text.

# 2. Information about the proposed closure or suspension

## Programme Closure/Suspension details

Date of last admission: Click or tap here to enter text.

Proposed date of closure (assuming progression and completion within normal timescales): Click or tap here to enter text.

Proposed date of closure (assuming progression and completion delayed by repeating students): Click or tap here to enter text.

Proposed date of suspension: Click or tap here to enter text.

Proposed date when recruitment will be resumed (for suspensions): Click or tap here to enter text.

Is this a distance-learning programme?

Yes [ ]

No [ ]

*If YES, please provide further details here*: Click or tap here to enter text.

## External Accreditation

Does the programme involve external accreditation/ professional recognition?

Yes [ ]

No [ ]

*If YES, please provide further details here, including the date of renewal:* Click or tap here to enter text.

## Student information

Number of students currently registered on the programme (by each part/year). List number of students (headcount) not FTE.

Year1: Click or tap here to enter text.

Year 2: Click or tap here to enter text.

Year 3: Click or tap here to enter text.

Year 4: Click or tap here to enter text.

Are there any applicants, offer holders or deferred offer holders for the intake affected by this proposal?

Yes [ ]

No [ ]

*If yes, how many?*

Applicants: Click or tap here to enter text.

Offer holders: Click or tap here to enter text.

Deferred offer holders: Click or tap here to enter text.

## Shared Teaching and Joint Programmes

Is this is a joint honours programme?

Yes [ ]

No [ ]

*If YES, please confirm that initial discussions have taken place with the Head of Faculty Student Administration and colleagues in these other Schools, and that the other Schools are supportive of the proposal to explore closure or suspension*: Click or tap here to enter text.

Are other Schools involved in delivering the programme (e.g. shared teaching)?

Yes [ ]

No [ ]

*If YES, please provide further details here*: Click or tap here to enter text.

Do other programmes use modules from this programme and/or will other programmes be affected by this proposed closure?

Yes [ ]

No [ ]

*If YES, please provide further details here (including School, programme title and module code/title):*Click or tap here to enter text.

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: Click or tap here to enter text.

## For Education Partnership Programmes

Is this an education partnership?

Yes [ ]

No [ ]

*If no, move to section 3. If Yes, please answer the questions below:*

Is Southampton the lead institution?

Yes [ ]

No [ ]

Is the partnership international?

Yes [ ]

No [ ]

Does the programme lead to a joint award with another institution?

Yes [ ]

No [ ]

Does the programme involve students moving between an international partner and the University of Southampton?

Yes [ ]

No [ ]

*If YES please provide further details here*: Click or tap here to enter text.

Have you contacted Legal Services for advice about the termination clauses in the memorandum of agreement?

Yes [ ]

No [ ]

*If YES outline below any issues raised and advice given by Legal Services. If not, explain why not*: Click or tap here to enter text.

# 3. Rationale for the proposed closure or suspension

Key reasons why the University of Southampton should close or suspend the programme (include all relevant detail): Click or tap here to enter text.

Is the programme being replaced?

Yes [ ]

No [ ]

*If YES, provide details of the replacement programme and whether the replacement programme has been validated (and to what date):* Click or tap here to enter text.

Is the intention to invite existing students to transfer to the replacement programme?

Yes [ ]

No [ ]

*If YES, please provide further details here:* Click or tap here to enter text.

Will existing students be invited to transfer to the replacement programme?

Yes [ ]

No [ ]

*If YES, please provide further details here of the arrangements that are in place for this*: Click or tap here to enter text.

Will current students remain on the existing programme?

Yes [ ]

No [ ]

*If YES, please provide further details here of how the quality of the student experience will be maintained during the teach out phase*: Click or tap here to enter text.

Is the proposal to suspend recruitment to the existing programme for any reason?

Yes [ ]

No [ ]

*If YES, please provide further details here, including the rationale and the conditions under which recruitment will re-commence*: Click or tap here to enter text.

# 4. 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: Click or tap here to enter text.

Position (e.g. Director of Programmes): Click or tap here to enter text.

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: Click or tap here to enter text.

Name of non-initiating School representative: Click or tap here to enter text.

Position (e.g. Director of Programmes): Click or tap here to enter text.

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: Click or tap here to enter text.

# 5. Contact details

Name of nominee: Click or tap here to enter text.

Position (e.g. Director of Programmes): Click or tap here to enter text.

Date: Click or tap here to enter text.

# 6. Consideration by School Programmes Committee

Date of consideration: Click or tap here to enter text.

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: Click or tap here to enter text.

Conditions (where applicable): Click or tap here to enter text.

# 7. Consideration by Faculty Board (if required)

Date of consideration: Click or tap here to enter text.

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: Click or tap here to enter text.

Conditions (where applicable): Click or tap here to enter text.

# 8. Report to AQSS

Date of report: Click or tap here to enter text.

Stage 2: Consultation

## Contact Details: (name and position of person nominated by Deputy Head of School (Education) to lead on the consultation)

Name of nominee: Click or tap here to enter text.

Position (e.g. Director of Programmes): Click or tap here to enter text.

Date: Click or tap here to enter text.

## Consultation with students

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?[[1]](#footnote-1)

Yes [ ]

No [ ]

What is the impact of programme closure or suspension on students currently enrolled on this programme and related programmes? Click or tap here to enter text.

Confirm that the issues raised at these meetings have been formally discussed at SSLC meetings

Yes [ ]

No [ ]

Note here the date of the meeting and insert the extract of the minutes(s). Click or tap here to enter text.

# 11. Consultation with other Schools

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). Click or tap here to enter text.

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: Click or tap here to enter text.

Position: Click or tap here to enter text.

School: Click or tap here to enter text.

Date: Click or tap here to enter text.

# 12. Consultation with internal stakeholders

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:

Head of Faculty Student Administration (for all affected Schools and local learning and teaching staff (where applicable))

Yes [ ]

No [ ]

Admissions Team

Yes [ ]

No [ ]

Communications and Marketing

Yes [ ]

No [ ]

iSolutions

Yes [ ]

No [ ]

Library

Yes [ ]

No [ ]

Student Education Services

Yes [ ]

No [ ]

Student Administration and Academic Affairs

Yes [ ]

No [ ]

Strategy and Planning

Yes [ ]

No [ ]

Data Analytics and Insight

Yes [ ]

No [ ]

International Office

Yes [ ]

No [ ]

Human Resources

Yes [ ]

No [ ]

What feedback has been given by those consulted/notified? Click or tap here to enter text.

# 13. Consultation with external stakeholders (if not applicable go to section 14)

What impact will the closure or suspension of this programme have on the external accreditation of other programmes within the University of Southampton?: Click or tap here to enter text.

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):* Click or tap here to enter text.

What impact will the closure or suspension of this programme have on the relationship with education partners?: Click or tap here to enter text.

Please provide details of consultations with education partners. *Append notes of meetings or discussions with education partners (include date of discussion, name and position of those in attendance*): Click or tap here to enter text.

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 [ ]

# 14. Recommended arrangements for teaching out the programme

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: Click or tap here to enter text.

Where students have been accepted for deferred entry, please indicate the arrangements that will be made for them. Click or tap here to enter text.

Is the external examiner satisfied with the recommended arrangements? Click or tap here to enter text.

# 15. 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. Click or tap here to enter text.

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?

Yes [ ]

No [ ]

If ‘yes’ provide details: Click or tap here to enter text.

Will the programme require review or an extension of the period of approval to accommodate the teach-out phase?

Yes [ ]

No [ ]

Stage 3: Approval

# 16. Consideration by School Programmes Committee

Date of consideration: Click or tap here to enter text.

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: Click or tap here to enter text.

Conditions (where applicable): Click or tap here to enter text.

# Statement of Support from Faculty Board.

## Consideration by Faculty Board

Date of consideration: Click or tap here to enter text.

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: Click or tap here to enter text.

Conditions (where applicable): Click or tap here to enter text.

# Report to AQSS

Date of report: Click or tap here to enter text.

1. Please see Appendix A of the [Policy for Closing or Suspending a Programme](https://www.southampton.ac.uk/quality/programmes_and_modules/programme_closure.page) for guidance about the students to be consulted in different scenarios of programme closure). [↑](#footnote-ref-1)