

# Programme Closure/ Pause to Recruitment Form 2023-24

# Section 1: Basic Programme Details

|  |  |
| --- | --- |
| Faculty and School: |  |
| Title and all award(s) of programme: |  |
| JACS code: | Hecos code: |
| Start date of initial validation |  |
| Proposed start date of pause to recruitment and or programme closure | Programme pause to recruitment effective from:   * *Insert*   Programme closure effective from:   * *Insert* |
| **Academic Governance**   1. Date of review of academic proposal by Faculty Quality, Curriculum and Student Experience Committee (F/QCSE): 2. Date of review of academic proposal by Academic Strategy, Portfolio and Student Experience Committee (SPSE): 3. Date of Academic Board for approval: |
| **Current student numbers:** |
| **Academic Partnership** | Name of external collaborator(s) and nature of academic partnership (if the programme is a collaborative provision): |
| Details of any external stakeholders such as professional and statutory regulatory bodies, accrediting authorities, etc. Please include nature of relationship and any aspect of the University’s links that are affected by the proposal. | |

**Section 2: Human Resources Implications**

|  |
| --- |
| Names of staff members who are affected by the programme closure or pause to recruitment proposed. Please provide details as to whether their employment will be affected: *(if no staff are affected, please state N/A for this section, but obtain the signatures of the Dean of Faculty and Head of HR to indicate that the analysis has been undertaken)* |
|  |
| Details of hours worked by affected staff members on other programmes and/or activities: |
| Provide details of how staff could be re-deployed to other programmes and/or activities (and if this is not possible, explain why): |
| Confirm which staff members do not work on other programmes and could not be re- deployed to other programmes and are therefore potentially at risk: |
| For completion by Human Resources (HR) department only  Required information obtained and HR Implications discussed and agreed  Signed:  Date:  (Head of School)  Signed:  Date:  Director of Human Resources  Date consultation commenced (if dismissals proposed): (*if applicable)* |

**Section 3: Details of Proposed Pause to Student Recruitment**

|  |
| --- |
| Is the pause to student recruitment temporary or indefinite? If indefinite as a precursor to programme closure, please proceed to section 4: |
| Rationale for temporary pause to student recruitment (or indefinite and not as a precursor to programme closure): |
| Detail any specific arrangements for teaching-out of remaining cohorts: |
| Last approved programme specification: <https://www.stmarys.ac.uk/ctess/qs/programme-specifications.aspx> |
| Anticipated date of resumption of intake: |

**Section 4: Details of Proposed Programme Closure**

|  |
| --- |
| Rationale for programme closure: |
| Detail any specific arrangements for teaching-out of remaining cohorts. |
| If Collaborative, give details of closure arrangements for the Collaboration. |
| What impact will closure have on the University Mission and Corporate Plan? |
| Cross-validations from the programme: List all programmes and the modules adopted by them. |
| Are all cross-validated modules to be taught until the above closure date? |
| List any cross-validated modules that will continue to be offered after closure. |
| Honours combinations: List all programmes that currently combine with the programme proposed for closure. |

**Section 5: Authorisation Signatories**

|  |
| --- |
| Signature of Dean of Faculty (or Interim):  Date: |
| Signature of Lead or Senior Representative of Collaborative Partner:  Date: |

**Section 6: Signatories for Notification**

|  |
| --- |
| Signature of Programme Director/Programme Lead  Name and date:  Date: |
| Signature of External Examiner: |