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| --- |
| Course suspension and discontinuation |
|  |

Requests for course suspensions and discontinuations should be considered and supported by the Head of Department prior to submitting the request.

Executive Deans and Faculty Deans also need to support the recommendation.

**Approval required:**

* Course discontinuation: Faculty Executive Dean
* Course suspension: Faculty Dean

**Submission**

Please return this form to the relevant Quality and Academic Development Manager via [quad@essex.ac.uk](mailto:quad@essex.ac.uk). If you have any questions or queries, please contact the QUAD Team

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| --- |
| **Course suspension and discontinuation request** |

**Course details**

|  |  |  |
| --- | --- | --- |
| **Course suspension or discontinuation?** | Temporary suspension of recruitment  Permanent discontinuation | |
| **Department** |  | |
| **Course Title** |  | |
| **Course discontinuations:** | | |
| **Academic year from which course will no longer be open to new applicants** | |  |
| **Would you like to suspend recruitment pending permanent discontinuation?** | | Yes  Date course to be suspended from: |
| **Final date that the award could be conferred, based on the maximum period of study permitted by University regulations** | |  |
| **Last proposed date for conferral, if different from the above date** | |  |
| **Course suspensions:** | | |
| **When will the course no longer be open to new applicants (academic year or month/year)?**  *The course will be re-opened for recruitment to new applicants in the admissions cycle for the year the suspension comes to an end.* | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of students on the course** | | | |
| **Stage 1** |  | **Stage 2** |  |
| **Stage 3** |  | **Final Stage** |  |
| **Intermitting students** *please provide number at each stage of studyac* | |  | |
| **Are there any other students to consider?**  *For example Year 0 students or UEIC students.*  Please ensure relevant questions below are answered | | Yes  No  If yes, which students: | |

**Rationale and strategy**

|  |
| --- |
| **Rationale for the suspension / discontinuation of the course** |
|  |
| **Strategy for managing the suspension / discontinuation of the course, including for students on intermission, undertaking reassessment or repeat years** |
|  |
| **Are there similar courses that live applicants can be offered?** |
|  |

**Consultation**

|  |  |  |
| --- | --- | --- |
| **Does the course include a Year Zero undertaken in the Essex Pathways Department?** *If yes please provide details of discussions held with EPD below* | | Yes  No |
|  | | |
| **Has the Apprenticeship Hub been consulted?** *If yes please provide details of discussions held below* | | Yes  No |
|  | | |
| **Will the suspension / discontinuation affect any courses offered outside the Department?** *If yes please provide details of discussions held with other departments below* | | Yes  No |
|  | | |
| **Is the course currently a progression route for University of Essex International College (UEIC) students?** *If yes, please confirm the number of UEIC students who have been recruited with the intention of progressing to this course. If you are unsure please contact the Partnerships team: partnerships@essex.ac.uk* | | Yes  No |
|  | | |
| **Have students been consulted regarding the discontinuation?**  *If yes please provide details of the consultation below and any feedback received* | | Yes  No |
|  | | |
| **Number of live applicants and confirmed places to the course** | Live applications:  Confirmed places: | |
| **Deferred applications for next year** |  | |
| **Date information obtained from Admissions** |  | |

**CER Recommendation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For completion by Marketing and Student Recruitment (MaSR):**  **Please send form to** [**miquery@essex.ac.uk**](mailto:miquery@essex.ac.uk)**.** | | | | |
| **Please provide comments on the proposed course suspension/discontinuation below:** | | | | |
|  | | | | |
| **MaSR Recommendation** | |  | | |
| **Name** |  | | **Date** |  |

**Department support**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application supported by the Head of Administering Department** | | | |
| **Department** |  | | |
| **Signed** |  | **Date** |  |
| **Application supported by the Head of other department(s) contributing to the course** | | | |
| **Department** |  | | |
| **Signed** |  | **Date** |  |

# Once all the sections above have been completed, please forward this form and any accompanying information to the QUAD team (quad@essex.ac.uk)

**Dean decision (QUAD to complete)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Temporary suspension with effect from (academic year)** | | | Approved  Not approved |
| **Signed** |  | **Date** |  |
| **Discontinuation with effect from (academic year)** | | | Approved  Not approved |
| **Signed** |  | **Date** |  |
| **Executive Dean decision** | Approved  Not approved | **Date** |  |
| **Additional comments or conditions:** | | | |
|  | | | |
| **Form sent to** [**ugadsnr@essex.ac.uk**](mailto:ugadsnr@essex.ac.uk) **or** [**pgqualsmanagers@essex.ac.uk**](mailto:pgqualsmanagers@essex.ac.uk)  **(if UEIC progression route)** | | | Yes  No |

Temporary suspensions and permanent discontinuations will be reported via schemeinfo following approval.

|  |  |
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| **Document owner** | Quality and Academic Development |
| **Document author** | Quality and Academic Development |
| **Document last reviewed by** | Aminah Suhail, Quality and Academic Development Manager |
| **Date last reviewed** | October 2023 |
| **Review frequency** | Annually |