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

**Submission**

Please complete the form when the decision to suspend or close a course to new applicants is taken, and submit to the Dean / Deputy Dean of Partnerships via [partnerships@essex.ac.uk](mailto:partnerships@essex.ac.uk). If you have any questions or queries, please contact the Partnerships Team.

**Approval required:**

* Course discontinuation: Academic Quality and Standards Committee (AQSC) following

recommendation from Partnerships Education Committee

* Course suspension: Dean / Deputy Dean of Partnerships (reported to PEC)

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

**Course details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner Institution** | |  | |
| **Course suspension or discontinuation?** | | ☐ Temporary suspension of recruitment  ☐ Permanent discontinuation | |
| **Department / School** |  | | |
| **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** | | |  |
| **If applicable, is the course to continue to be available as a named exit award?** | | | ☐ Yes  ☐ No |
| **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 study* | |  | |
| **Are there any other students to consider?**  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**

|  |  |  |
| --- | --- | --- |
| **Name of External Examiner for course** | | |
|  | | |
| **Will the External Examiner be required to continue their responsibilities for the programme during the suspension?** | | |
|  | | |
| **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** |  | |

**To be completed by Partner Institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application supported by the Head of Department / Head of HE at Partner Institution** | | | |
| **Department** |  | | |
| **Signed** |  | **Date** |  |

**To be completed by University of Essex:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by the Dean / Deputy Dean of Partnerships, University of Essex** | | | |
| **Comments** |  | | |
| **Signed** |  | **Date** |  |

**Document review information**

|  |  |
| --- | --- |
| **Document owner** | Partnerships Team |
| **Document author** | Dawn Mott, Partnerships Manager |
| **Document last reviewed by** | Dawn Mott, Partnerships Manager |
| **Date last reviewed On** | September 2020 |
| **Review frequency** | Annually |