# Annex A: Programme intake suspension and closure form

## Information in support of suspension of intake

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| 1**. Basic programme details** | | | | | | | | |
| **Programme Title /Award Aim (for PGR only):** | | | | **Programme Code:** | | | | |
| **Type of programme:**  *(undergraduate, postgraduate, single hons, joint hons)* | | | | **Location(s) of delivery:** | | | | |
| **Owning Faculty:** | | | | **Owning Board:**  **Proposer of suspension:** | | | | |
|  | | | | | | | | |
| **2**. **Details of suspension of intake** | | | | | | | | |
| **Date intake suspended from:** | | |  | | | | | |
| **Criteria for suspension of intake** *(please tick)* | | | | Strategic | | | |  |
| Academic | | | |  |
| Economic | | | |  |
| Market | | | |  |
| **Please detail any further information in support of the rationale for the suspension here:** | | | | | | | | |
| **Type of suspension:**  *(please tick)* | | | | One intake only\* | | | |  |
| One session only | | | |  |
| Indefinite, may run in future | | | |  |
| Indefinite, leading to closure | | | |  |
| **Notes: \*Please provide more details of the intake(s) to be suspended.** | | | | | | | | |
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| **3. Supporting information** | | | | | | | | |
| **Applicants to programme:**  *Consideration needs to be made to the Competition and Markets Authority guidance and the students’ consumer rights* | | | | | | | | |
| If the programme has applicants please indicate numbers of: | | | | | | | | |
| Offers made: |  | | | Offers accepted: | |  | | |
| **Will applicants be offered a place on an alternative DMU programme?**  *If yes, note details*  *Please note, if you are withdrawing a programme and not offering applicants an alternative programme of study, this may be a reportable event to the* [*Office for Students*](https://www.officeforstudents.org.uk/publications/regulatory-advice-16-reportable-events/)*. Please contact* [*spsenquiries@dmu.ac.uk*](mailto:spsenquiries@dmu.ac.uk) *for further advice.* | | | | | | | | |
| **Applicants on other programmes:**  **Please indicate if applicants on other programmes will be affected (for example by withdrawal of modules on the suspended programme) and how this will be handled.**  *Guidance available from SPS and DAQ on identification of alternative arrangements.*  *Where module choices are affected it is important that student communication and consultation happens early and you may wish to seek advice from Legal Services.* | | | | | | | | |
| **Students on the programme**  If the programme has current students please provide the number that will be affected and their demographic profile, including age, disability, ethnicity and sex:  *Where there is a disproportionate impact on a particular group, this should be considered as part of the decision-making process and ameliorating action taken as required.* | | | | | | | | |
| **Students’ Union**  ***Please provide details of consultation with members of the Students’ Union, if the suspension/closure will affect existing students.*** | | | | | | | | |
| **Apprenticeships**  If the programme you are suspending intake to or closing is one is an apprenticeship programme please consult with the Degree Apprenticeships Unit (DAU) as to the implications of this. Please show how impact of End Point Assessment for the provision has been considered particular where it is Integrated or Integrated Aligned. | | | | | | | | |
| **\*DMU International College (DMUIC)**  If the programme you are suspending intake to or closing is one which forms part of an integrated programme with the provision at DMUIC (i.e. DMUIC students are expecting to progress to the DMU part of their programme) please consult with the Director of DMUIC at the earliest stage of the proposal.\* | | | | | | | | |
| **\*International Office**  Consult the International Office or Global Partnerships Unit (at the earliest opportunity) to ensure any prospective partner institutions or progression agreements are fully considered as part of a programme suspension/closure. | | | | | | | | |
| **Other institutions**  *Please indicate if other institutions such as partner institutions are affected, and how this will be handled.*  *Guidance available from Educational Partnerships or the Global Partnerships Unit on approaching the partner institution(s).* | | | | | | | | |
| **Human Resources** | | | | | | | | |
| Provide details of any staffing issues:  *Consultation required at an early stage with Director of People Services and appropriate Trade Unions if there are staffing issues.* | | | | | | | | |
| What arrangements will be made to resolve these issues? | | | | | | | | |
| **Finances/Resources**  *What are the costs/benefits attributable to suspension of intake? Please give consideration to the following:*  *Income; staffing; estate and space; energy; consumables; equipment, library, ITMS, other as appropriate to the programme.*  *Guidance available from Faculty Management Accountant and SPS* | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **4.** **Implementation Plan for reinstatement of programme (where required)** | | | | | | **Stakeholder** | **Faculty Action** | **Timescale/Dates** | **Responsibility** | **Progress** | | Faculty Staff |  |  |  |  | | Applicants |  |  |  |  | | Current students |  |  |  |  | | Employers (where applicable) |  |  |  |  | | Apprenticeships (where applicable) |  |  |  |  | | International Office |  |  |  |  | | Marketing/Admissions |  |  |  |  | | Other |  |  |  |  |   *Following the reinstatement of a programme by Faculty Leadership Board/Faculty Academic Committee, notification should be sent to Programme Management Boards/Development and Review Committee/Academic Portfolio Strategy Committee/Quality Sub-Committee for information.* | | | | | | | | |
| **5 Endorsement** | | | | | | | | |
| **Signature of PVC/Dean of Faculty via Faculty Leadership Board**  Name: | | | | | | | | |
| Signature: | |  | | | Date: | |  | |
| **Date of Academic Portfolio Strategy Committee/University Leadership Board approval (as appropriate)** | | | | | | | | |
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| **6. Responsibilities for communicating suspension of intake** | | | | | | | | |
| **Stakeholders to be informed** | | | | **To be informed by** | | | | |
| Faculty staff | | | | PVC/Dean of Faculty and POD (if appropriate) | | | | |
| Current students | | | | Dean of Faculty/Associate Dean (Academic) | | | | |
| Applicants | | | | Associate Dean (Academic)/Marketing/Faculty admissions staff | | | | |
| Marketing/Admissions | | | | Programme Leader | | | | |
| International Office | | | | Programme Leader/Associate Dean (Academic) | | | | |
| Library and Student Services | | | | Programme Leader | | | | |
| Careers and Employability | | | | Programme Leader | | | | |
| UCAS/other clearing house | | | | Marketing/Faculty admissions staff | | | | |
| Department of Academic Quality | | | | Associate Dean (Academic) | | | | |
| External Examiner | | | | Programme Leader | | | | |
| Timetabling | | | | Associate Dean (Academic) | | | | |
| Students’ Union | | | | Associate Dean (Academic) | | | | |
| Strategic Planning Services (where appropriate) | | | | Programme Leader/Associate Dean (Academic) | | | | |
| Degree Apprenticeships Unit (where applicable) | | | | Programme Leader | | | | |
| Business Development Managers – Enterprise (where applicable) | | | | Programme Leader | | | | |
| End Point Assessment Organisation (where applicable) | | | | Programme Leader | | | | |

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| **7. Responsibilities for communicating suspension of intake PGR only** | |
| **Stakeholders to be informed** | **To be informed by** |
| PVC/International Office and Associate Dean Research | Doctoral College |
| Current students |
| Applicants |
| Marketing/Admissions |
| Faculty staff |
| Current students |
| Applicants |
| International Office |
| Library Learning Services |
| Careers and Employability |
| Department of Academic Quality |
| Students’ Union |
| Strategic Planning Services (where appropriate) |