

# A guide to Programme Intake Suspension and Closure

This guide is intended to provide support to all those involved in the suspension or closure of DMU campus-based provision and programmes at collaborative partners.

For forms, templates, and further guidance, please contact:

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## Introduction

This guidance provides information to faculties on the actions they need to take or consider when suspending or closing a programme.

The University is subject to consumer rights legislation in relation to the accuracy of information we provide to applicants and students about their programme, including information about programme content and structure, tuition fees and other costs. This guidance document relates to programme content which may impact on information to applicants and students and includes advice about making such information easily accessible and transparent. Please refer to the [Competition and Markets Authority guidance](#) to HE providers on consumer rights legislation for more information, if necessary.

## Glossary

Session = an academic session (an academic year e.g. 23-24 academic year)

Intake = the point of entry/points of entry within an academic session (e.g. October and January)

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## Section 1: Suspension of intake to a programme

A decision to suspend intake to a programme can be taken when for good and sufficient reason it would not be to the advantage of applicants or the University to run the programme. This might be on the grounds of loss of academic expertise and/or on the grounds of insufficient potential student numbers. The decision-making process is described below. The intake suspension procedure applies to all University taught and PGR programmes, wherever offered.

Once intake to a programme has been suspended, it is envisaged that in many cases this action will eventually lead to programme closure. However, it is possible that suspension of intake may be temporary and that the programme will recruit in future sessions (see Section 3 below).

Suspension of intake to a programme which has been advertised and which has 'live' applicants must be regarded as exceptional, given the direct adverse effects on individuals, the potential legal and financial liabilities and the possible effects on the University's good name.

**Extreme care** should be taken where a programme has **live applicants** and applicants should be contacted at the earliest possible opportunity. It is advised that programme teams should contact **Legal Services** in this instance for advice as soon as possible. Programme teams should carefully consider the impact of suspension on students who may be on a leave of absence or placement, or be eligible for a repeat year, delay of reassessment or deferral; teams should consider all possible scenarios.

Consideration must also be given to progression from partners such as DMU International College (DMUIC) and Leicester College, International Partnerships and progression agreements in place to ensure the future intake of students has been considered. Consultation with Educational Partnerships, DMUIC and the International Office is vital at an early stage.

Consideration should also be given to the demographic profile (age, disability, ethnicity and sex) of the programme's affected students. 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.

### Reportable Events

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. If intended programme closures will result in the withdrawal of an entire subject area, this will constitute a reportable event. Further information can be found [here](#).

For further information and guidance about reportable events please contact the Planning Lead for External Regulation in the Strategic Planning Service via [spsenquiries@dmu.ac.uk](mailto:spsenquiries@dmu.ac.uk).

## Section 2: Criteria for suspending intake to a programme

Listed below are the criteria for suspending intake to a programme:

**Strategic:** Faculty Leadership Board must ensure that the suspension of intake demonstrably aligns with and contributes to the strategic direction of the faculty and site concerned.

**Academic\*:** If there are academic reasons for suspending intake to a programme these must be identified, substantiated and recorded in the case for suspension. They can include:

- Declining contribution to the academic direction of the faculty or subject area
- Long-term failings in quality or standards
- Poor student retention on a long-term basis
- Cohort size not sufficient to sustain the quality of the student experience

**Economic:** Faculty Leadership Board must consider a full cost-benefit analysis relating to the programme and its suspension, following consultation with Finance Office management accountants.

**Market\*:** If the reason for suspension of intake is poor recruitment, either in terms of numbers or standard of applicants, or both, clear evidence must be provided. In most cases the reasons for suspension of intake will be a mixture of the above, and the case for suspension must refer to all relevant criteria.

\*Please consult with De Montfort Students' Union (DSU) if you are looking to close a programme for academic or market reasons, as they may be able to provide further information and guidance on the student market for this programme.

## Section 3: Types of suspension

In taking a decision to suspend intake to a programme, the PVC/Dean should bear in mind the eventual outcome they wish to achieve and the prime reasons for requiring a suspension. The type of suspension should be identified as one of the following:

### **One intake or session only**

The faculty/partner may be in a position whereby it needs to suspend intake for one intake, or session due, for example, to unusually low applications or short-term staffing issues. In such cases intake to the programme will recommence following the resolution of these issues. Where suspension of intake or session has been on the grounds of insufficient applications, the faculty/partner must carefully consider its marketing, recruitment and conversion plan when recommencing recruitment to the programme.

### **Indefinite – may run in future**

In some cases, the faculty/partner may wish to suspend recruitment indefinitely, but retain the programme for future use. In such cases a time limit should be specified for reaching a decision regarding the future of the programme. This would normally be no longer than two academic sessions. At the expiry of this period the PVC/Dean/Associate Dean (Academic) and the Faculty Academic Committee will consider the case for reinstating the programme, highlighting the factors which will ensure the future successful delivery of the programme. At this stage if a programme is not to be reinstated, a further time limit of no more than two academic sessions should be set to make a decision regarding the future of the programme. At this point if the programme is not to be reinstated it should be closed. It is worth noting that programmes which 'lie fallow' in this manner for two or more academic sessions may have issues of currency upon their recommencement, and will be required to undergo a re-validation event prior to running as outlined in the [DAQ Guide to Curriculum Modification](#).

### **Indefinite – leading to closure**

In many cases the faculty/partner may wish to suspend intake to a programme with the aim of closure once current students have completed. It is recommended that faculties keep a log of any programmes in this situation and review this on an annual basis. Please see [Section 6](#) – Closure of Programmes – for details.

Where a programme is being considered for closure, the impact on the subject needs to be considered. If the closure would lead to the university exiting a subject, this should be considered carefully and the rationale for subject closure must be presented to the University Leadership Board in addition to the Academic Portfolio Strategy Committee.

## Section 4: Procedure for suspending intake to a programme

### DMU campus-based provision

The procedure for suspension is outlined below. In initiating the procedure, Faculties should complete the pro forma [Annex A](#), which includes the following:

- Criteria for suspension (as detailed in [section 2](#) above)
- Checklist of issues to be addressed when considering suspension of intake
- Details of who must be consulted, and who must approve the suspension
- Responsibilities for communicating suspension
- Action to be taken to close the programme, should this be the ultimate outcome of suspension

#### Step one – Faculty Intention to Suspend

The proposal to suspend intake will firstly involve discussion at Faculty Leadership Board and/or Faculty Academic Committee and consultation with Strategic Planning Services (SPS) as appropriate.

Primary consideration should be given to 'live' applicants and their status. This will establish the formal position and the options relating to applicants. The information provided on the pro forma [Annex A](#) will assist in the decision-making process. If a partner institution is affected, for example, where a partner institution runs part or all of the programme to be suspended, the partner institution must be involved in the consultation process; likewise, if the partner institution operates a feeder programme into the programme being suspended.

It is also vital that faculties discuss the intention to close programmes with the International Office, to ensure that the programme is not part of a progression agreement. Communication with overseas recruiting offices needs to be clear if a programme is being closed.

It is of the utmost importance that when an intake is suspended the applicants are given as much notice as possible and that where possible and appropriate, applicants are offered alternative routes. For undergraduate programmes recruiting through UCAS or an equivalent clearing house, the normal final deadline for a decision to suspend intake to a programme starting in September/October of any year is the preceding **31 March**. Suspensions of intake requested after this deadline will be considered as exceptional, colleagues need to be careful that they are considering all consequences of the suspension, thinking especially of [Competition and Markets Authority guidance](#) when communicating with applicants.

Whilst the admissions processes and start deadlines for postgraduate programmes may vary across the University, decisions to suspend or close a postgraduate programme should be made **no later than the end of July prior to a September start and the end of November for a January start**.

#### Step two – University approval

When the Faculty Leadership Board has agreed to suspend an intake, university approval should be sought. Decisions to suspend intake will require the approval of the Academic Portfolio Strategy Committee, apart from when the suspension(s) will impact on an entire subject area with the ultimate aim of removing the subject from the university's portfolio. In such case the approval of the University Leadership Board will also be required. [Annex A](#) should be provided to the relevant board for approval.

### Step three – Communication with Staff

Once a decision to suspend an intake has been made, the Programme Leader should:

- Immediately inform Marketing (if not already informed) for the programme information to be removed from the website and, if appropriate, the PVC/International Office. Marketing or faculty admissions staff should then inform UCAS/another clearing house, as appropriate
- Inform Library and Student Services, Careers and Employability and Strategic Planning Services (where appropriate)

The PVC/Dean or Associate Dean (Academic) should:

- Inform faculty staff, the Department of Academic Quality and Timetabling of the suspension
- Inform Educational Partnerships if the suspension affects one or more partner institutions
- Forward the completed (and agreed) Annex A to the Quality Sub-Committee (QSC) for note
- Inform The Academic Portfolio Strategy Committee, as appropriate, of re-instated programmes following suspension
- Inform the Director of People Services if the suspension creates any staffing consequences
- Ensure that De Montfort Students' Union is aware of the suspension/re-instatement

### Step four - Communication with Students and Applicants

All programme intake suspensions will be notified to the De Montfort Students' Union by the Faculty Associate Dean (Academic) as outlined in Step 3 above. It should be noted that the suspension of intake to a programme may, depending on the nature of the intake suspension, adversely affect the confidence of continuing students in the subject area. Where this is a possibility the Faculty Associate Dean (Academic) should liaise with the De Montfort Students' Union and programme student representatives to put into place an appropriate communication plan to reassure continuing students. The Associate Dean (Academic) should also liaise with Marketing and Faculty admissions staff to inform applicants as appropriate.

Where the intake suspension will ultimately lead to the closure of the programme it is particularly important that these communication and support strategies are in place and that the De Montfort Students' Union is involved from an early stage.

Existing students should not be affected by the closure of a programme and the programme should be 'taught out'. Where this is not possible, Legal Services should be consulted and provision should be made available to provide a suitable alternative, within the institution where possible. If this is not possible support should be provided to the students to find an alternative suitable provider and/or a partial refund of student fees may need to be offered. The final decision on a refund is taken by the Registrar (Academic).

It is vital that faculties consider any part-time, deferred students or students on a break in learning that may be affected by the closure and ensure they have a suitable opportunity to complete their studies.



## Step five – Implementation Plan

Following the decision to suspend an intake, the PVC/Dean or Associate Dean (Academic) will draw up an implementation plan (Annex A) agreed by and monitored through the Faculty Academic Committee.

## Step six – Review

Following the decision to suspend an intake or close a programme, this should be kept under review, in order to determine whether the programme should be reinstated, suspended for further intakes or closed (once students have completed their studies). This should be undertaken by the Faculty Academic Committee.

## Collaborative Partners

The proposal to suspend intake will firstly involve discussion between the partner institution, Educational Partnerships (EP)/Global Partnerships Unit (GPU) and faculty. Priority should be given to existing students and applicants to the programme.

For faculty-owned provision, EP/GPU should initially seek the agreement of the appropriate PVC/Dean of Faculty at Faculty Leadership Board and/or Faculty Academic Committee (FAC). [Annex B](#) should be completed and submitted to the FAC and the form should be sent to the Academic Portfolio Strategy Committee for approval and the Quality Sub-Committee for note.

For Validation Service provision, [Annex B](#) should be completed and signed by the PVC Education and sent to the Validation Service Board in addition to the Academic Portfolio Strategy Committee for approval and the Quality Sub-Committee for note.

Once a decision to suspend an intake has been made, the link tutor (or EP in the case of Validation Service) should immediately inform Marketing for the programme information to be removed from the website. The link tutor should also inform De Montfort Students' Union and the International Office.

Information concerning the programme suspension/closure should be communicated to students and applicants by the partner institution. Existing students should not be affected by the closure of a programme and the programme should be 'taught out'. Where this is not possible, EP/GPU should be consulted.

EP/GPU should follow up the suspension/ closure with the partner at regular intervals to ensure that it is proceeding as planned and that students are not adversely affected.

The decision to suspend an intake/close a programme should be kept under review, in order to determine whether the programme should be reinstated, suspended for further intakes or closed (once students have completed their studies). For TNE provision the link tutor and GPU account manager should ensure this monitoring is taking place and report regularly to the Faculty Collaborative Provision Committee. For UK-based collaborative programmes EP provide updates to the relevant Faculty Collaborative Provision Committee or Validation Service Board (Quality) as appropriate. EP also reports intake suspensions/closures to the Collaborative Provision Sub-Committee.

If programmes are to be reinstated following suspension, then The Quality Sub-Committee/VSB should be notified by submitting Annex B which shows that the partner and DMU agree to the reinstatement.

## Apprenticeship provision

In addition to common reasons for suspension of a programme, for apprenticeship provision programmes could be withdrawn due to apprenticeship standard withdrawal or substantial revision that requires a new programme while 'teaching out' existing apprentices.

The proposal to suspend intake will firstly involve discussion at Faculty Leadership Board and consultation with the Degree Apprenticeships Unit (DAU) and Business Development Managers, and with Strategic Planning Services (SPS), as appropriate. [Annex A](#) should be sent to the Academic Strategy Portfolio Committee for approval and the Quality Sub-Committee for note.

Once a decision to suspend an intake has been made, the programme leader should immediately inform Marketing (if not already informed) together with DAU in order for the information to be removed from the website and the [ESFA Course Directory](#). The Business Development Managers should also be notified to ensure the programme is not promoted to employers.

If programmes are to be reinstated following suspension, assessing the currency of the programme is particularly relevant. After 18 months, there may have been apprenticeship standard or End Point Assessment (EPA) changes, especially if linked modules have had changes in the interim. Faculties should inform DAU and Business Development managers as soon as possible if a programme is to be reinstated.

## Postgraduate Research (PGR) provision

There may be instances where the faculty may wish to suspend or close an award aim (e.g. PhD), either suspending one (or more) intakes, or closing an award aim indefinitely. For PGR programmes, discussions may start at faculty level but will then will be discussed/approved at the Research Degrees Committee. The proposer should complete the [Annex A](#) form, and submit the form to the Research Degrees Sub-Committee for the Committee's consideration. The Research Degrees Sub-Committee will consider the proposal, in line with the guidance in Sections 1 and 2.

Once a decision to suspend or close an intake or award aim in its entirety has been made, the Doctoral College should immediately inform the PVC/International Office and the Faculty Heads of Research Students, for this to be disseminated within faculties.

Following suspension of a PGR award aim's intake, the Chair of the Research Degrees Sub-Committee will consider the case for reinstating the intake, and/or the award aim in its entirety. If an award aim 'lies fallow' for two or more academic sessions, there may be issues of currency upon its recommencement and it will be required to undergo a revalidation event prior to running.

## Section 5: Suspension

Any programmes suspended for more than two academic sessions (or 18 months for apprenticeship programmes) will be required to undergo a revalidation event prior to running as outlined in the DAQ [Guide to Curriculum Modification](#) and the [DAQ Guide to Validation](#).

## Section 6: Closure of programme

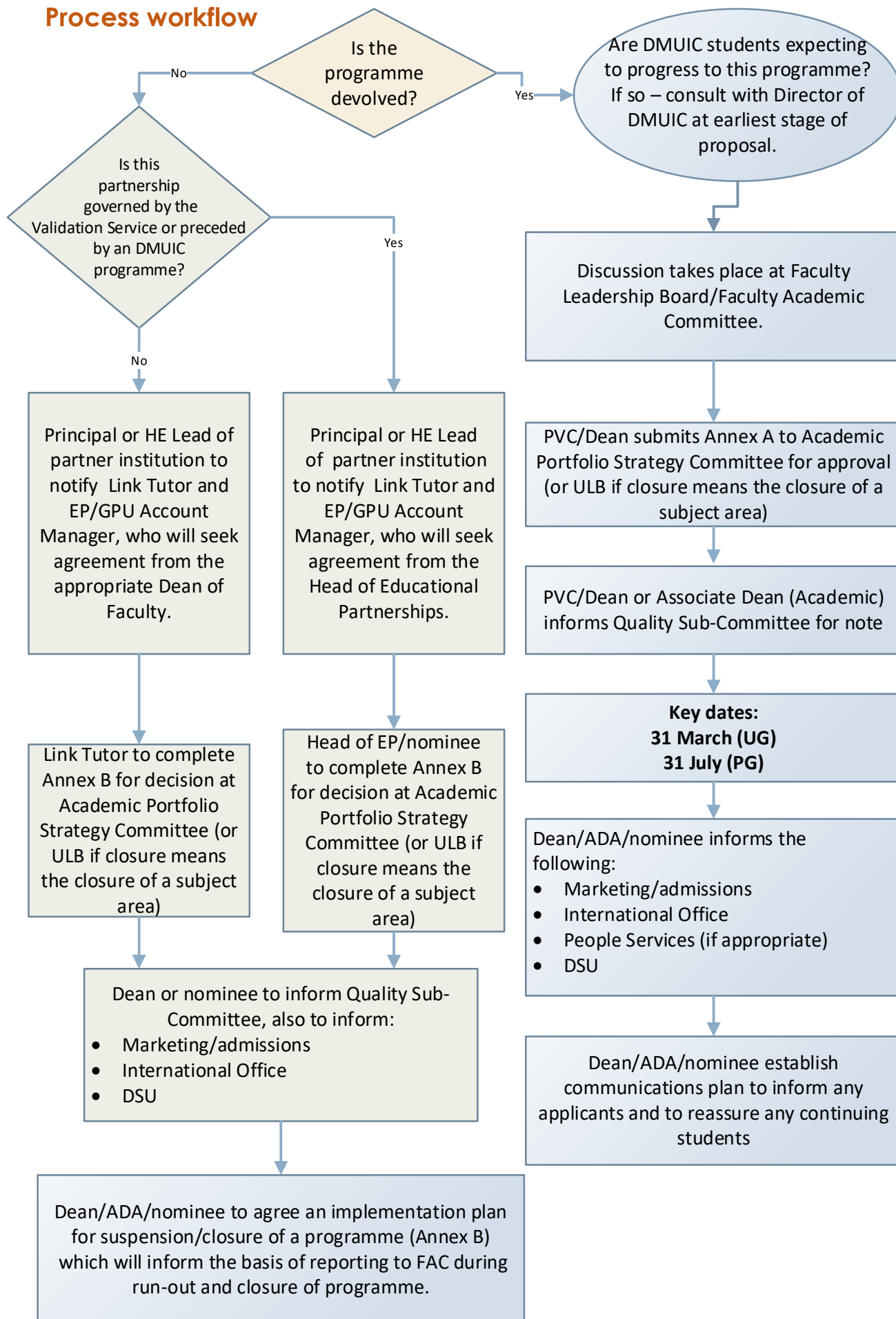
Where the decision to suspend intake to a programme is taken with the aim of closure, the programme may be closed when there are no further students enrolled.

## Section 7: Re-instatement of a programme

There may be occasions where the decision to suspend intake or close a programme is taken, but the faculty or partner later decide to re-instate the programme. In this instance, the decision to re-instate the programme needs to be agreed and signed off by the Faculty Leadership Board and section 4 of the [Implementation Plan](#) needs to be completed. For collaborative provision, [Annex B](#) needs to be completed. The updated forms should be provided to the Academic Strategy Portfolio Committee.

Programme teams should note that if the programme has been fallowed for two academic sessions or more, they will be required to complete a revalidation of the programme before students can be taught on the programme. Where there are continuing students still studying on the programme, the programme may be re-instated with immediate effect, but programme teams are strongly recommended to review the curriculum to ensure currency of learning and make any necessary modifications via the [Curriculum Modification](#) process.

## Process workflow



## Annex A

### Information in support of suspension of intake

1. Basic programme details	
<b>Programme Title / Award Aim (for PGR only):</b>	<b>Programme Code:</b>
<b>Type of programme:</b> (undergraduate, postgraduate, single honours, joint honours)	<b>Location(s) of delivery:</b>
<b>Owning Faculty:</b>	<b>Owning Board:</b>  <b>Proposer of suspension:</b>

2. Details of suspension of intake		
<b>Date intake suspended from:</b>		
<b>Criteria for suspension of intake</b> (please tick)	Strategic	
	Academic	
	Economic	
	Market	
<b>Please detail any further information in support of the rationale for the suspension here:</b>		
<b>Type of suspension:</b> (please tick)	One intake only*	
	One session only	
	Indefinite, may run in future	
	Indefinite, leading to closure	
<b>Notes: *Please provide more details of the intake(s) to be suspended.</b>		

3. Supporting information			
<b>Applicants to programme:</b> <i>Consideration needs to be made to the Competition and Markets Authority guidance and the students' consumer rights</i>			
If the programme has applicants please indicate numbers of:			
Offers made:		Offers accepted:	
<b>Will applicants be offered a place on an alternative DMU programme?</b>  <i>If yes, note details</i>  <i>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 <a href="#">Office for Students</a>. Please contact <a href="mailto:spsenquiries@dmu.ac.uk">spsenquiries@dmu.ac.uk</a> for further advice.</i>			

<p><b>Applicants on other programmes:</b>  <b>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.</b></p> <p><i>Guidance available from SPS and DAQ on identification of alternative arrangements.</i></p> <p><i>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.</i></p>
<p><b>Students on the programme</b>          If the programme has current students please provide the number that will be affected and their demographic profile, including age, disability, ethnicity and sex:</p> <p><i>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.</i></p>
<p><b>Students' Union</b>  <b>Please provide details of consultation with members of the Students' Union, if the suspension/closure will affect existing students.</b></p>
<p><b>Apprenticeships</b>          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.</p>
<p><b>*DMU International College (DMUIC)</b></p> <p>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.*</p>
<p><b>*International Office</b>          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.</p>
<p><b>Other institutions</b>  <i>Please indicate if other institutions such as partner institutions are affected, and how this will be handled.</i>  <i>Guidance available from Educational Partnerships or the Global Partnerships Unit on approaching the partner institution(s).</i></p>
<p><b>Human Resources</b>          Provide details of any staffing issues:</p>

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?
<b>Finances/Resources</b> 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			
<b>Signature of PVC/Dean of Faculty via Faculty Leadership Board</b>			
Name:			
Signature:		Date:	
<b>Date of Academic Portfolio Strategy Committee/University Leadership Board approval (as appropriate)</b>			

<b>6. Responsibilities for communicating suspension of intake</b>	
<b>Stakeholders to be informed</b>	<b>To be informed by</b>
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

<b>7. Responsibilities for communicating suspension of intake PGR only</b>	
<b>Stakeholders to be informed</b>	<b>To be informed by</b>
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)	



## Annex B – Collaborative Provision

Information in support of suspension of programmes delivered at collaborative partners.

<b>1. Basic programme details</b>
<b>Programme Title:</b>
<b>Programme Code:</b>
<b>Type of programme:</b> (undergraduate, postgraduate, single hon, joint hon)
<b>Collaborative Partner:</b>
<b>Owning Faculty or UWL provision:</b>

<b>2. Details of suspension of intake(s)</b>		
<b>Date intake suspended from:</b>		
<b>Criteria for suspension of intake:</b> (please tick)	Strategic	
	Academic	
	Economic	
	Market	
<b>Please detail any further information in support of the rationale for the suspension here</b>		
<b>Type of suspension:</b> (please tick)	One intake only	
	Multiple intakes*	
	Indefinite, may run in future	
	Indefinite, leading to closure	
<b>*Please provide more details of the intakes to be suspended.</b>		

<b>3. Supporting information</b>			
<b>Applicants to programme</b> Consideration needs to be given to the <a href="#">Competition and Markets Authority guidance</a> and students' consumer rights.			
If the programme has applicants please indicate numbers:			
Offers made:		Offers accepted:	
<b>Will applicants be offered a place on an alternative DMU programme?</b> If yes, note details			
Please note, if you are withdrawing a programme and not offering applicants an alternative programme of study, this could be a reportable event to the <a href="#">Office for Students</a> . Please contact EP/GPU or Link Tutor for further advice.			

<p><b>Will applicants on other DMU programmes delivered by the partner be affected? (e.g. by withdrawal of modules on the suspended programme)</b>  <i>If yes, note details</i></p>
<p><b>Students on the programme</b>          If the programme has current students please provide the number that will be affected and their demographic profile, including age, disability, ethnicity and sex:</p> <p><i>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.</i></p>
<p><b>Indicate if DMU would be affected, and how this would be handled.</b>  <i>You may want to comment on library or IT resources.</i></p>
<p><b>Students' Union</b>  <i>Please provide details of consultation with members of the Students' Union, if the suspension/closure will affect existing students.</i></p>
<p><b>Apprenticeships</b>          Is an apprenticeship programme involved? If so, please consult with the Degree Apprenticeships Unit as to the implications of this.</p>

<b>4. Endorsement</b>			
<b>Signature of PVC/Dean of Faculty (for faculty-owned programmes) or PVC Education (for validation service provision)</b>			
Name:			
Signature:		Date:	
<b>Signature of Director of International (GPU) or Head of Educational Partnerships (EP)</b>			
Name:			
Signature:		Date:	
<b>Date of Academic Portfolio Strategy Committee/University Leadership Board approval (as appropriate)</b>			

5. Responsibilities for communicating suspension of intake	
Stakeholder	To be informed by
Current students	Partner Institution
Applicants	Partner Institution
Faculty staff	Link Tutor
Faculty TNE admin team	Link Tutor
Marketing/Admissions	Link Tutor (EP for Validation Service)
International Office	Link Tutor (EP for Validation Service)

Associate Dean (International)	Link Tutor
Associate Professor (International)	Link Tutor
UCAS/other clearing house	Admissions
Partner institutions	GPU / EP / Link Tutor
Department of Academic Quality	Link Tutor (EP for Validation Service)
External examiner	Link Tutor (EP for Validation Service)
Students' Union	Link Tutor (EP for Validation Service)
Library and Student Services	Link Tutor (EP for Validation Service)
Strategic and Planning Services (if a reportable event to OfS is noted)	Link Tutor (EP for Validation Service)
Apprenticeships (if linked to an apprenticeship programme)	Link Tutor (EP for Validation Service)
<b>6. Re-instatement of programme</b> (only relevant where the programme has been suspended, and not closed)	
<b>Signature of PVC/Dean of Faculty (for faculty-owned programmes) or PVC Education (for validation service provision)</b> Name:	
Signature:	Date:
<b>Signature of Director of International (GPU) or Head of Educational Partnerships (EP)</b> Name:	
Signature:	Date:

Following the reinstatement of a programme, notification should be sent to Faculty Academic Committee/Programme Management Boards/Development and Review Committee/Academic Portfolio Strategy Committee/Quality Sub-Committee/Validation Service Board for information.