## Plan for programme suspensions and withdrawals

For further information about the Programme Approval Process, please follow this link: <http://www.bristol.ac.uk/academic-quality/approve/>

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| **SECTION A: DETAILS OF PROPOSAL (PROGRAMME SUSPENSION/WITHDRAWAL)**  If the programme withdrawal is a result of a new/changed programme then please complete sections A, B and E (signatures) only and submit with the business case for the new/changed programme proposal. | | |
| 1. **Award and Title**   (e.g. BSc in Applied Biology) |  | |
| 1. **Is the programme being suspended or discontinued?** | Suspended\*  (i.e. no intake for one academic year) | Discontinued  (i.e. Withdrawn and will not run again) |
| 1. **If Discontinued: Proposed year of final intake**   (The final academic year that the programme will be delivered) |  | |
| 1. **If Suspended: Year of non-delivery of programme**   (The year the suspension is for)  *\* Please note, a suspension of intake will normally be granted for one year only. The faculty will need to decide if the programme is then to be reinstated or submit a plan for withdrawal to discontinue the programme or exceptionally, to request suspension for one further year.* |  | |
| 1. **Marketing and Recruitment** (up to 200 words)   Please describe what recruitment activity the University is currently undertaking for this programme, e.g. prospectus entry, open days, recruitment fairs. Are applications currently being accepted?  *Note that for undergraduate programmes the recruitment cycle starts in January, for intake the following academic year (i.e. 18 months in advance).* | | |
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| 1. **Will the programme be replaced by a new/changed programme?** (up to 100 words)   Please give details and submit this plan with the business case for the new/changed programme. | | |
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| 1. **Are any units being withdrawn as a result of this proposal?**   If yes, please list the unit codes. | | |
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| **SECTION B: STUDENTS AND APPLICANTS** | | | |
| 1. **Student numbers**   Please give details of the number of students currently on the programme by year of study, including part time students. Please indicate the number of students on suspended study and which year they will return to. | | | |
| Year 1 |  | Year 3 |  |
| Year 2 |  | Year 4 |  |
| Year 5 |  | Year 6 |  |
| **Students on suspended study:** | |  | |
| 1. **Applicant numbers**   Please give details of the numbers of any applicants and offer holders (including deferred entry applicants/offer holders). | | | |
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| 1. **Applicant communications and management** (up to 200 words)   Please detail plans for applicants, including (non-submitted) applications in progress, applications being processed and offer holders, and any discussions with the relevant admissions team. Please indicate what communications have already been issued, if applicable. | | | |
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| 1. **Teaching out** (up to 200 words)   Please describe the plan for teaching out the programme, how the student experience will be delivered and the quality ensured during the teaching out phase. Note that offer holders/deferred offer holders have the right to insist on taking their place on the programme proposed to be withdrawn/suspended, and the teaching-out plan should include this eventuality. | | | |
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| **SECTION C: RATIONALE**  Please only complete sections C-D if the programme withdrawal is not part of a proposal for a new/changed programme. |
| **Why is this proposal desirable and timely?**  Short description (up to 200 words) of the rationale for this proposal at this time, to include:  - how the proposal supports the strategic ambitions of the School/Faculty/University  - new or changing markets, or other external drivers  - internal drivers such as student satisfaction, change in staffing, etc. |
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| **SECTION D: RISKS, BENEFITS AND RESOURCES** |
| 1. **Benefits** (up to 100 words)   Please summarise the main benefits of this proposal |
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| 1. **Please summarise the main risks of this proposal** (up to 100 words) |
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| 1. **Please outline the resource implications of this proposal** (up to 100 words)   (e.g. for staffing, space, equipment, consumables, etc.) |
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| 1. **Equality impact** (up to 100 words)   If the withdrawal of the programme will have equality impact implications, please give details and explain the measures to be put in place to limit this. |
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| 1. **Partnership arrangements** (up to 100 words)   If the programme is part of a partnership arrangement, including articulation or progression agreements (recruiting partnerships) please provide details of the arrangements and how they will be affected. |
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| **SECTION E: SIGNATURES\*** | | | |
| **Prepared by** | **Name** | **Signature** | **Date** |
| *Academic Lead* |  |  |  |
| *School Education Director (Chair of the School Teaching and Learning Committee)* |  |  |  |
| *School Administrative contact:*  *Please provide the school contact for queries regarding the programme suspension/withdrawal.* |  | | |
| **Confirmation resources and finance have been discussed and agreed** | **Name** | **Signature** | **Date** |
| *Faculty Education Director* |  |  |  |
| *Dean of Faculty* |  |  |  |

**\* *If you would prefer to seek approval electronically, this section need not be used. Instead, please send evidence of support and any associated comments to AQPO by email, along with this form.***

**Please forward the completed form to the Academic Quality and Policy Office (AQPO) by email (**[**approval-help@bristol.ac.uk**](file://mis-app1.admin.bris.ac.uk/homedata/tsu/PAG%20-%20previously%20VG%20%26%20NPG/Forms/New%20template%20for%20AQPO%20forms/drafts/approval-help@bristol.ac.uk)**).**

**The programme withdrawal/suspension will be considered by the University Academic Quality and Standards Committee, reporting to the University Education Committee.**