 **Curriculum Closure or Suspension Form**

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| --- | --- |
| **Curriculum Type** | **Programme / Module(s) / Programme and Module(s)** |
| **Curriculum Name(s)** |  |
| **Curriculum Code(s)** |  |
| **PSRB approved?** | **No / Yes by …** |
| **Department** |  |
| **Head of Department** |  |
| **Date last validated** |  |
| **Are there students currently enrolled?** | **No / Yes with latest completion date estimated to be…** |
| **Are there applicants with confirmed offers to the curriculum?** | **No / Yes with latest expected enrolment date of …** |
| **Proposal type** | **Closure / Suspension** |
| **Proposed last date of new enrolments** |  |
| **Proposed re-start date of new enrolments** | **None / Re-start date of …** |

|  **Rationale for proposed closure or suspension** |
| --- |
|  |
|  **Summary of consultation** *Consultation with current students, external examiner(s), PSRBS if applicable is usual with our parties as appropriate. Supporting documentation may be included where appropriate.* |
| *With:* | *Outcome:* |
| *With:* | *Outcome:* |
| *With:* | *Outcome:* |

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| --- |
| **Please set out below how academic standards will be protected, existing students’ interests will be protected, and applicants supported.** |
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| --- |
| **If this proposal was approved, what actions are proposed to be taken:** |
| Action | When | By Whom |
|  |  |  |

Form completed by Name:

Signature: Date:

Head of Department (if different from above) Name:

Signature: Date:**OUTCOME**

Date of consideration by Higher Education Executive:

|  **Summary of discussion about implications of suspension or closure** |
| --- |
|  |
|  **Recommendation** |
|  Suspension recommended / not recommended Closure recommended / not recommended |
|  **Conditions imposed by Higher Education Executive:** |
|  |
|  **Recommendations of Higher Education Executive:** |
|  |

Chair of Higher Education Executive (or nominee) Name:

Signature: Date:

*If the curriculum type is a module then no other permission is required and this form should be sent to the Curriculum Records Manager. However if it is a programme then this needs further consideration, as below:*

**In case of suspension of programme**

Date of consideration by Senior Management Team meeting:

|  |
| --- |
|  **Recommendation** |
|  Suspension approved / not approved |
|  **Conditions imposed by Senior Management Team:** |
|  |
|  **Recommendations of Senior Management Team:** |
|  |

Chair of Senior Management Team (or nominee) Name:

Signature: Date:

*This form should be sent to the Curriculum Records Manager.*

**In case of closure of programme**

Date of consideration by Academic Board:

|  **Summary of discussion about implications of closure** |
| --- |
|  |
|  **Recommendation** |
|  Closure recommended / not recommended |
|  **Conditions imposed by Academic Board:** |
|  |
| **If a closure, is this closure likely to alter the educational character and mission of the institution?** |
|  No, then Academic Board can / Yes then Academic Board must refer the  approve the closure decision to the Corporation |

Chair of Academic Board (or nominee) Name:

Signature: Date:

*Once completed this form should be passed to the Curriculum Records Manager to complete the action table on the next page so far, send to Curriculum Validation Committee for note, and to circulate as below.*

Date of consideration by Corporation:

This is only necessary when a programme closure would impact on the nature of the education offer at Hartpury (please see articles of governance for further detail).

|  **Summary of discussion about implications of closure** |
| --- |
|  |
|  **Recommendation** |
|  Closure approved / not approved |
|  **Conditions imposed by Corporation:** |
|  |

Chair of Corporation (or nominee) Name:

Signature: Date:

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| **This document should be circulated to:**Pro-Vice Chancellor / Deans / Academic Registrar / Head of Department / Admissions / Marketing / Curriculum Records Manager / Curriculum Architect / timetables@hartpury.ac.uk / Higher Education Academic Services Office / Management Information Services / Library Manager / Chair of Curriculum Validation Committee / Officer of Curriculum Validation Committee / The officer for Senior Management Team meeting (in case of programme suspension) / The officer to Academic Board (in case of programme closure) / The Clerk to the Corporation (in the case of programme closures)**The Head of Department is responsible for communicating the outcome of this to currently enrolled students.****The Admissions Department is responsible for communicating this outcome to applicants****The Marketing Department is responsible for amending the website and marketing material.****The Curriculum Records Manager is responsible for updating the internal register of programmes and for amending the Unistats return as required.****The Curriculum Architect is responsible for making any necessary amendments in the Student Records System.**These people are asked to bring this Outcome to the attention of any relevant colleagues who were not on this circulation list. |

**Actions to be taken and monitored by Curriculum Validation Committee to complete Curriculum Closure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **When** | **By Whom** | **Status** |
|  |  |  |  |
|  |  |  |  |
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