|  |
| --- |
| **Programme Suspension** |
|  |
| **A. Programme/subject component details** |
|  |
| **Programme title:** |  |
|  |  |
| **Target (or entry) award(s):** |  |
|  |  |
| **Code:** |  |
|  |
| **Combined Degrees:** (if applicable) | **25%** [ ]  | **50%** [ ]  | **75%** [ ]  |
|  |
| **Campus:** (Liverpool,  |  |
| Kaplan Open Learning) |  |
|  |
| **Mode of delivery:** (full-time;  |  |
| part-time; online distance learning, part-time |  |
|  |
| **Programme Leader:** |  |
|  |  |
| **Lead contact:** (if different from  |  |
| the Programme Leader) |  |
|  |  |
| **Curriculum Board:** |  |
|  |
| **School Scrutiny Panel:** |  |
|  |  |
| **School/Institute:** |  |
|  |  |
| **Faculty:** |  |
|  |
| **B. Proposal details: rationale, impact, consultation, suspension, transition** |
|  |
| **Rationale** |
| **Rationale for suspending the programme:** |
|  |
|  |
| **Impact** |
| **Explain, as applicable, the impact of the proposed suspension on:** |
|  |  |
| **(a) other areas of the University:** |  |
|  |  |
| **(b) current students:** |  |
|  |  |
| **(c) prospective students:** |  |
|  |  |
| **(d) collaborative partners:**  |  |
| *E.g. consider and explain the implications for provision with partners such as Kaplan Open Learning (KOL), UoLIC, XJTLU etc. and the impact on articulation or progression routes.* |
| **Consultation** |
| **Academic consultation – give details of consultation with other areas in the University that will affected by the proposed suspension:** |
| Department/School:Name of person consulted:Position of person consulted:Details of supporting evidence of consultation:Comments: |
|  |
| **Student consultation – give details of consultation with current students who will be affected by the proposed suspension:** |
|  |
|  |
| **Collaborative consultation – give details of consultation with collaborative partners who will be affected by the proposed suspension (e.g. partners such as KOL, XJTLU and UoLIC):** |
|  |
|  |
| **PSRB consultation – if applicable, give details of consultation with the relevant PSRB(s):** |
|  |
|  |
| **Suspension** |
| **Date from which entry onto the programme will be suspended:** |
|  |
|  |
| **The maximum suspension period is two years from the date entered above; subject to this, when is entry onto the programme planned to recommence?** |
|  |
|  |
| **Please set out the plans for marketing the programme and recruiting to the recommencement date above.** |
|  |
|  |
| **Please set out the schedule for marketing the programme in the University’s hard copy prospectus and the online prospectus.**  |
|  |
|  |
| **Please set out the planned schedule for seeking approval to reinstate the programme, in line with the marketing schedule set out above.** |
|  |
|  |
| **Transition** |
| **If there are students currently on the programme, when is the latest date they can complete the programme? This should take into account suspension periods, and years of study that are repeated.** |
|  |
|  |
| **Explain the arrangements to be put in place to teach out all students and to mitigate the impact on those affected.** |
| Students on a standard schedule for completion:Students who have suspended studies:Students who are repeating a year of study: |
|  |
| **Additional comments** |
| **Provide other relevant information, not covered above:** |
|  |
|  |
| **C: Decision** |
|  |
| **Joint Governing Board** – this records the JGB’s consideration of the proposalThis section should only be completed for online programmes delivered in partnership with Kaplan Open Learning |
|  |
| **JGB Chair:** |  |
|  |
| **Date:** | Click here to enter a date. |
|  |
| **Decision:** |
| **Endorse (no conditions)** |[ ]
| **Endorse with conditions** |[ ]
| **Withdraw** |[ ]
| **Reject** |[ ]
|  |
| **Conditions for endorsement, if applicable** |
|  |
|  |
| **Reasons for rejecting/withdrawing, if applicable** |
|  |
|  |
| **Curriculum Board** – this records the Curriculum Board’s consideration of the proposal |
|  |
| **Curriculum Board Chair:** |  |
|  |  |
| **Date:** | Click here to enter a date. |
|  |  |
| **Decision:** |
| **Endorse (no conditions)** |[ ]
| **Endorse with conditions** |[ ]
| **Recommendation to withdraw**  |[ ]
| **Reject** |[ ]
|  |
| **Conditions for endorsement, if applicable:** |
|  |
|  |
| **Reasons for rejecting/recommendation to withdraw, if applicable:** |
|  |
|  |
| **Dean of Level 2 School/Institute** – this records the Dean of School/Institute’s consideration of the proposal |
|  |
| **Name:** |  |
|  |  |
| **Date:** | Click here to enter a date. |
|  |  |
| **Decision:** |
| **Endorse (no conditions)** |[ ]
| **Endorse with conditions** |[ ]
| **Recommendation to withdraw**  |[ ]
| **Reject** |[ ]
|  |
| **Conditions for endorsement, if applicable:** |
|  |
|  |
| **Reasons for rejecting/recommendation to withdraw, if applicable:** |
|  |
|  |
| **Faculty senior management team** – this records the Faculty’s senior management consideration of the proposal  |
|  |
| **Name:** |  |
|  |  |
| **Date:** | Click here to enter a date. |
|  |  |
| **Decision:** |
| **Endorse (no conditions)** |[ ]
| **Endorse with conditions** |[ ]
| **Recommendation to withdraw**  |[ ]
| **Reject** |[ ]
|  |
| **Conditions for endorsement, if applicable:** |
|  |
|  |
| **Reasons for rejecting/recommendation to withdraw, if applicable:** |
|  |
|  |
| **School Scrutiny Panel** – this records the decision of the Panel |
|  |
| **School Scrutiny Panel Chair:** |  |
|  |  |
| **Date:** | Click here to enter a date. |
|  |  |
| **Decision:** |  |
| **Approve** |[ ]
| **Approve subject to conditions** |[ ]
| **Withdraw the programme** |[ ]
| **Reject** |[ ]
|  |  |
| **Date from which entry is suspended:** | Click here to enter a date. |
|  |
| **Conditions of approval, if applicable:** |
|  |
| **Reasons for rejection the, if applicable:** |
|  |
|  |
| **If applicable, reasons for rejecting the suspension and, if it is to be withdrawn, the date this is effective from:** |
|  |
| **Notification of approval by SSP** |
|  |  |
| **Date of notification:** | Click here to enter a date. |
| *Please notify those below, as applicable, and enter further details where relevant* |
| * Programme leader
 |
| * Lead contact for the proposal (if different from the programme leader)
 |
| * Chair and Secretary Faculty AQSC/EEAC
 |
| * Chair and Secretary of relevant Curriculum Board(s)
 |
| * Head of School/Institute
 |
| * Faculty SMT contact
 |
| * AQSD: aqsd@liverpool.ac.uk
 |
| SAS: |
| * Banner team
 |
| External Relations - Marketing |
| * Emily Bell
 |
| * Mike Deyes
 |
| * Michelle Goulding
 |
| * Laura Mallaber
 |
| * Layla McGuirk
 |
| * Tim Seamans
 |
| Student Recruitment, Admissions and Widening Participation – Admissions |
| * Alicia Bethel
 |
| * Ursula Callaghan
 |
| * Stephen Davies
 |
| * Jude King
 |
| * Luisa Lovering
 |
| * Robyn Morris
 |
| * Vikki Marshal
 |
| * Ian Roberts
 |
| * Julie Wilson
 |
| Strategic Planning:  |
| * John Callaghan
 |
| * Joint Governing Board for programmes delivered with Kaplan (if applicable): Lauren King
 |
| * Others, not covered above, who have been consulted in the process, e.g. staff from other contributing Departments, School, Institutes or Faculties, please enter details:
 |
|  |
| * Others as necessary under local requirements, please enter details:
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|  |