**XXX School Scrutiny Panel**

**Minutes of the meeting held on DATE**

*[Suggested template for recording minutes for proposals for programme withdrawal, suspension and reinstatement.]*

***Programme withdrawal/suspension***

[Min #] [Name of programme]

 **Received:**

#.1A proposal to withdraw/suspend the programme XXX with effect from entry DATE.

 **Noted:**

#.2 That the proposal was endorsed by the following:

 (i) The Joint Governing Board – *this will only be applicable for online programmes delivered in partnership with Kaplan Open Learning; note any conditions for approval.*

 (ii) The [INSERT NAME] Curriculum Board – *all proposals should have the endorsement of the relevant Curriculum Board; note any conditions for approval.*

 (iii) The Dean of the School/Institute of [INSERT NAME] – *all proposals should have the endorsement of the Dean of School/Institute, any conditions for approval should be noted.*

 (iv) The Faculty Senior Management Team – *all proposals should have the endorsement of the Faculty Senior Management Team, any conditions for approval should be noted.*

 *Record also if conditions for approval have already been met and/or are for future compliance, e.g. conditions about teaching out existing students.*

#.3 That the teaching out arrangements … *there needs to be a record that the teaching out arrangements were considered, they may also be relevant to conditions of approval.*

#.4 *For suspended programmes:* That the programme would be suspended for [INSERT PERIOD OF SUSPENSION], due to be reinstated for entry [ENTER DATE]. *If relevant, record any views of the Panel on requirements or points for consideration when applying for reinstatement. It is good practice to note the final date by which a reinstatement must be approved in order to be within the 2-year suspension limit.*

 **Agreed:**

#.5 *Record the decision of the SSP and any conditions for approval.*

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***Programme reinstatement***

[Min #] [Name of programme]

**Received:**

#.1A proposal to reinstate the programme XXX with effect from entry DATE.

 **Noted:**

#.2 That the proposal was endorsed by the following:

 (i) The Joint Governing Board – *this will only be applicable for online programmes delivered in partnership with Kaplan Open Learning; note any conditions for approval.*

 (ii) The [INSERT NAME] Curriculum Board – *all proposals should have the endorsement of the relevant Curriculum Board; note any conditions for approval.*

 (iii) The Dean of the School/Institute of [INSERT NAME] – *all proposals should have the endorsement of the Dean of School/Institute, any conditions for approval should be noted.*

 (iv) The Faculty Senior Management Team – *all proposals should have the endorsement of the Faculty Senior Management Team, any conditions for approval should be noted.*

 *Record also if conditions for approval set by any of the above and whether these have been satisfied.*

#.3 *Record the Panel’s views on the business case for reinstatement, e.g. that the issues that led to the suspension have been addressed, or are no longer applicable/relevant.*

#.4 *For proposals that include programme modifications to be approved by the SSP: the reinstatement and programme modification proposals should be submitted to the same meeting of the SSP. It is suggested that the proposals are considered consecutively and the minutes for each recorded separately so that the decisions and points for note on each proposal are clearly delineated.*

 *For proposals that include programme validation to be approve by the UAP, the same applies, except that the decision to validate will be a recommendation, and the decision to approve the reinstatement will be provisional, pending the outcome of the validation at UAP.*

 **Agreed:**

#.5 *Record the decision of the SSP and any conditions for approval.*