T2.18: SUSPENSION OF RECRUITMENT

Suspension of recruitment may be a preferred option to closure where there is reason to believe that the issues affecting the provision are temporary. A similar group to the minimum exit group should be convened in order to determine whether suspension, rather than closure, is the appropriate course of action. Please refer to the Quality & Standards Handbook (programme closure chapter). For closure, form T2.15 or T2.16 should be used.

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| **Programme title:** |  | |
| **Programme code:** |  | |
| **UCAS code:** |  | |
| **Faculty:** |  | |
| **Partner (if applicable):** |  | |
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| **Rationale for suspending recruitment:** | | |
| Give a clear rationale for the suspension of recruitment to the programme, including how the need to suspend recruitment for the programme was identified (e.g. portfolio review, faculty strategic planning, concerns about academic quality and standards, decline in demand or funding, etc.) | | |
| **Date from which suspension is effective:** | |  |
| **End date for suspended status (if known), or date suspension is to be reviewed:** | | Maximum of 12 months from date of suspension, and in line with the annual marketing cycle for the programme, open days and the schedule for updating course entries for prospectus pages. |
| **Quality assurance:** | | |
| Please give details of the measures to be taken to protect the quality of the provision while existing students continue their studies, or for providing alternative provision in order to fulfil the University’s contractual obligations to remaining students.  Please outline any HR and other legal issues that have arisen as a consequence of suspending recruitment and whether and how they have been resolved. | | |
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| **Date of last recruitment:** | | For programmes with more than one stage, e.g. modular programmes, please give dates for each stage. Please also give the estimated dates for these students to complete. |
| **Module suspension:** | | Please list the modules which will be suspended as a result of suspending recruitment (please ensure you consult with the relevant Systems Manager in the Course & Student Administration Team) |
| **Number of students affected:** | | Please confirm numbers of pending or deferred applications, including pre degree programmes (UG & PGT), as well as continuing students. |
| **Other programmes affected:**  (if applicable) | |  |

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| **Faculty consultation and approval:** | |
| VCG/Faculty Executive | Date initial decision to suspend recruitment was made:  Date of approval of suspension of recruitment form: |
| State names of responsible actors (e.g. ‘exit’ group chair) here… | Dates of consultation with:  Head of Student Records & Curriculum Management Team (for approval of module run cancellations)  Students  Staff  Partner organization/s  etc. |

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| **Reporting – please send to:** | |
| Academic Policy & Quality Office  (Faculty link QAO) | Date received |
| Student Records & Curriculum Management Team  (Faculty link Curriculum & Student Information Manager) | Date received |
| Admissions Team | Date received |
| Faculty Marketing Manager | Date received |
| Faculty AESC/QLIC  (Secretary – Faculty Quality Officer) | Date  Minute reference: |