T2.16: Programme closure form (B)

Use this form for the programme closures involving teach-out arrangements for programmes with remaining students and/or involving staff redundancies.

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| **Programme title:** |  |
| **Programme code:** |  |
| **Faculty:** |  |
| **Partner (if applicable):** |  |
| **Membership of exit group:** |  |

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| **Rationale for closure:**  Give a clear rationale for the closure of the programme, including how the need to close the programme was identified, e.g. portfolio review, faculty strategic planning, concerns about academic quality and standards, decline in demand or funding, etc. |
| **Arrangements for phasing out the provision:**  …or for providing alternative provision in order to fulfil the University’s contractual obligations to remaining students. Please also give the estimated date for the last continuing students to complete.  Please state whether there are any pending or deferred applications, including pre degree programmes (UG & PG) and the action required in respect of these students.  Please outline any HR and other legal issues that have arisen as a consequence of the closure, and whether and how they have been resolved. |
| **Quality assurance:**  Please give full details of the measures to be taken to protect the quality of the provision while students complete their studies. |

**Please attach the risk assessment and the costing for the teach-out arrangements carried out by the Exit Group.**

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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. |
| **Module closure:** Please list the modules which will be closing as a result of the programme closure. |
| **Other programmes affected:**  If applicable. |

Consultation and approval

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| VCG/Faculty Executive | Date initial decision to close was made  Date of approval of programme closure form |
| Exit group | Date of first and last meetings |
| State names of responsible actors | Dates of consultation with:  Students  Staff  Partner organisation  etc. |

Reporting

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| Academic Policy & Quality Office | Date of receipt |
| Student Records & Curriculum Management Team | Date of receipt |
| Admissions Team | Date of receipt |
| Faculty AESC/QLIC | Date of receipt of teaching-out/QA plan |
| University QLIC | Date of approval |