**CLOSING AN APPROVED PROGRAMME OF STUDY-Pro forma**

Any closure should comply with Section 9 of the University terms and conditions in relation to responsibilities to current students.

The Dean of school and senior leadership team will make the final decision to close a programme of study. The school LTA committee will manage the phasing out of the programme using this pro forma:

1. **Core Programme Information**

**Programme Code:**

**Programme Title:**

**Programme Award:**

**Programme Leader:**

**Mode of attendance:**

**Mode of delivery:**

**Specify the indicative closure date:**

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| **Finish** | **Trimester:** |  | **Academic Year:** |  |

**Date final students will graduate from the programme**

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| **Inform external examiners**  |  |
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| **Inform timetablers** |  |

**Provide rationale for programme closure**

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1. **Partnerships & Articulation**
2. **If the programme has any of the following partnerships advice should be sought from International Operations if overseas or Admissions if in the UK:**

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|  | Details of partnership |
| Home or international partners (TNE etc.) |  |
| Edinburgh International College, (EIC) pathways |  |
| English as foreign language, (EFL) |  |
| Articulation e.g. HNC/D |  |

**If the partnership is collaborative, Section 4 of the Quality Framework should be consulted.**

1. **Date that Collaborative Provision Committee formally notes programme closure**

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1. **Are there any professional body or accreditation implications in closing the programme?**

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1. **Admissions & Recruitment**
2. **Detail Applicant status and indicate plan for applicants, (are there current applicants or offer holders for the current or future intakes). If there are current offer holders will the programme be offered or an acceptable alternative offer made.**

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1. **Recruitment status, please advise whether any later years will be available for recruitment (year 2, 3 or 4) while the programme runs out**:

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1. **Number of students already on the programme (breakdown of numbers) by year of programme/funding source/mode. For example, Scottish/EU, Overseas, rUK. Part time/Full time/Distance learning/ Online etc.**

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1. **Management of programme closure-Current Students**
2. **Specify the arrangements for providing students enrolled on the programme and all staff with information on the proposed closure**

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**b) Provide a clearly defined list of options available to students to enable them to either complete their original programme of study or transfer with their agreement to an alternative programme**

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**c) Specify the arrangements to ensure that the quality of the student learning experience will continue to meet University expectations during the phasing-out period**

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**d) Specify the assessment and re-assessment arrangements for any students, particularly part-time or suspended study students, who will not have completed their intended programme by the planned closure date**

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**e) where the closure of a programme leads to the withdrawal of approved modules which form part of another programme specify the mechanism to ensure that all programme leaders are consulted and agree to the timing of the proposed withdrawal**

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**Approved by Dean of School:**  **Date**

**School Quality Use:**

Form Received: Date:

System Updated: