# Form A3

# Course or Partnership Closure and Suspension to Recruitment Form

Following completion of this form, the application should be submitted to Quality Assurance and Enhancement (QAE) for approval by the Quality Assurance Portfolio Change Committee (QAPCC).

Prompts are included throughout this form in italics – please overtype or remove when completing each section.

**Course closure:** when a course has been approved to close, recruitment is stopped and the course must be taught out for any remaining students.

**Suspension to recruitment:** when a course has been approved to suspend recruitment for an academic year, the course will not recruit new students for that year. Courses can only suspend recruitment for one year at a time. For courses currently suspended, this form should be completed again if a course is to remain suspended for the next academic year. If no new request is submitted, the course will be open for recruitment.

**Section 1: Proposal**

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| **1.1** | **Proposal** | Suspension to recruitment [ ] Course closure [ ] Partnership closure [ ] *If proposing to close a partnership, please liaise with QAE to confirm if a termination action plan (B11) will also be required.* |
| **1.2** | **Implementation Date** | *e.g., September 2025* |

**Section 2: Course Information**

Please complete the following information for each learning mode or occurrence of the course that is being requested to be closed/suspended. For example, if the course is being delivered FT and PT but you only want the FT version to be closed, then state the FT course details, if you want both modes to be closed then provide information for both modes. **Only the learning modes and course titles included in this form will be closed/suspended.**

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| **2.1** | **Course Title(s) to be closed or suspended:** | *e.g., BA (Hons) Viticulture**If the course has a foundation year and/or professional placement route, please list this here as a separate course title e.g. BSc (Hons) Science with Foundation Year.*  |
| **2.2** | **SITS route codes:** | *Please ensure you include the correct SITS code for each individual mode/occurrence you wish to close/suspend. If you are unsure, please contact your student office in the first instance.* |
| **2.3** | **Name of course contact:** |  |
| **2.4** | **Learning Modes to be closed or suspended:** | *e.g., Full-time, Part-time**Only list the modes you wish to close/suspend.* |
| **2.5** | **Name of PSRB (if applicable):** |  |
| **2.6** | **Full name of collaborative partner(s) (if applicable):** | *The name of partner organisation(s) delivering in full or contributing to the delivery of the course to be closed/suspended and confirm whether those occurrences of the course should be closed/suspended as well. The SITS route code should be included above.**If requesting to close a partnership, please ensure that there is no other provision delivered by this partner by another faculty.*  |

**Section 3: Recruitment**

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| **3.1** | **Date of last intake:** | *e.g., September 2023* |
| **3.2** | **Estimated date of completion (for closures only).**  | *Enter the expected last date that students will complete their study, considering retake, repeat and placement years.* |
| **3.3** | **Is this course currently suspended?** | Yes [ ] No [ ] If yes, please specify how many years it has been suspended: ***Note:*** *the maximum length of time that recruitment can be suspended to a course consecutively is three years. If the period of suspension is more than three years, the course will no longer be in validation and the faculty will be required to submit a course closure request. If the faculty wishes to commence recruitment to the closed course the usual approval and validation processes will apply.* |
| **3.4** | **Number of applicants for the current cycle**  | Full-time:Part-time: |
| **3.5** | **Number of applicants for the next cycle** | Full-time:Part-time: |
| **3.6** | **Number of applicants with holding offers** | Full-time:Part-time: |
| **3.7** | **Number of applicants holding offers which are firm/insurance** | Full-time:Part-time: |
| **3.8** | **Number of current students** | Level 3FT:PT:Level 4FT:PT:Level 5FT:PT:Placement (UG)FT:PT:Level 6FT:PT:Level 7FT:PT:Placement (PG)FT:PT: |

**Section 4: Rationale and Teaching Arrangements**

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| **4.1** | **Reason for proposed course closure or suspension to recruitment** | *This should include a rationale detailing why the Faculty wishes to close/suspend the course and if there are any consequences for the University. If the proposed closure/suspension relates to poor recruitment, briefly indicate the attempts to boost recruitment and any lessons learnt.*  |
| **4.2** | **Does the planned closure/suspension have any implications for any other Faculty or partner (i.e., students progressing from Foundation Years)?** | Yes [ ] No [ ] If yes, please confirm that they have been notified, as appropriate. |
| **4.3** | **Do other programmes use modules from this course and/or will other courses be affected by the proposed closure/suspension?** | *If yes, please provide details.* |
| **4.4** | **Action plan for current students (including those who might be required to repeat)** | *For closures, where there are still students on course, the faculty must provide details of the specific actions to inform students of the run-out arrangements and what these arrangements are.**For suspensions, for example, where there are current level 4 students who need to repeat level 4 next year, how will those students be taught as recruitment will have been stopped resulting in no new level 4 students joining the course.* |
| **4.5** | **Action plan for students holding offers** | *Where there are students who are holding offers of a place on this course, the faculty must provide details of the specific actions that will be taken to inform those students of the closure and what alternative course options they will be provided with.* |
| **4.6** | **For the KU website, please recommend an alternative course that this course page should be re-directed to.** |  |

**Section 5: Consultation**

Please confirm that the following parties been consulted about the proposed closure/suspension of this course.

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|  |  | **Yes** | **No** | **N/A** |
| **5.1** | **Faculty Marketing Business Partner** |[ ] [ ] [ ]
| **5.2** | **Faculty Head of Resources and Planning** | [ ]  | [ ]  | [ ]  |
| **5.3** | **Admissions Manager** |[ ] [ ] [ ]
| **5.4** | **Academic Registry**  | [ ]  | [ ]  | [ ]  |
| **5.5** | **Course and Student Administration Manager** | [ ]  | [ ]  | [ ]  |
| **5.6** | **QAE**  | [ ]  | [ ]  | [ ]  |
| **5.7** | **Other Faculties who collaborate with this partner (if applicable)** | [ ]  | [ ]  | [ ]  |
| **5.8** | **The collaborative partner (if applicable)** | [ ]  | [ ]  | [ ]  |
| **5.9** | **Accrediting body (if applicable)** | [ ]  | [ ]  | [ ]  |
| **5.10** | **Employer (for apprenticeship provision)** | [ ]  | [ ]  | [ ]  |

**Section 6: Faculty approval**

The faculty approves the closure/suspension of the above course, and partner (where applicable) with effect from the date indicated.

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| **6.1** | **Name of School and Faculty:** |  |
| **6.2** | **Signature Head of School:** |  |
| **6.3** | **Signature Dean of Faculty (or nominee):** |  |
| **6.4** | **Signature of Principal of** **collaborating institution(s):** **(if applicable)** |  |