

CD08  
DISCONTINUATION OF EXISTING PROGRAMME FORM  
Course Approvals Process

Department:  
Faculty:  
Start Date:

TYPE OF PROPOSAL:  
Programme Laydown:   
Programme Suspension:

Course Approval Process  
2021/22



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2. PROGRAMME DETAILS AND RATIONALE				
Administering Department:				
Faculty:				
Programme Award and Title:				
Variants (tick all that apply)	No variants	<input type="checkbox"/>	Study Abroad	<input type="checkbox"/>
	Placement	<input type="checkbox"/>	Industry	<input type="checkbox"/>
	Internship	<input type="checkbox"/>	Other(s), (please specify below)	<input type="checkbox"/>
Mode of attendance: (please tick all that apply)	Full Time on campus	<input type="checkbox"/>	Full Time off campus	<input type="checkbox"/>
	Part Time on campus	<input type="checkbox"/>	Part Time off campus	<input type="checkbox"/>
	Work Based Learning	<input type="checkbox"/>	Taught	<input type="checkbox"/>
Mode of delivery (please tick all that apply)	Wholly face to face	<input type="checkbox"/>	Blended	<input type="checkbox"/>
	Wholly online	<input type="checkbox"/>	Work Based Learning	<input type="checkbox"/>
Location of delivery: (please tick all that apply)	Lancaster University	<input type="checkbox"/>	LU@BJTU	<input type="checkbox"/>
	Sunway University	<input type="checkbox"/>	Leipzig	<input type="checkbox"/>
	Regional Teaching Partnership (please specify)			<input type="checkbox"/>
Rationale for discontinuation:				
Commencement of discontinuation:	Date:	MM/YYYY	Length of suspension: (if applicable)	
Plans for programme following end of period of suspension: (if applicable)				
3. IMPACT ASSESSMENT				
3.1. Administering Department				
What is the likely impact of the proposal on department or faculty plans?				
What is the likely impact on the diversity of the department's student body?				
Where available, please provide the 5 year mean recruitment figure for the programme in the following categories:	UK		Mature	
	EU		Declared disability	
	International		BME	
	Male		POLAR4 Quintile 1 and 2	
	Female		Socio-economic group 4-7	
If known, please list any Lancaster provision to which graduates of this programme progress to.				
What will be the likely impact on those programmes from the removal of this feeder route?				
3.2. Other Departments and Services				
List all departments which contribute to the programme.				
Is this contribution:	Adopted modules	<input type="checkbox"/>	Specific teaching provision	<input type="checkbox"/>
Have these departments been consulted on the proposal?				
How will the student numbers on any adopted modules be affected?				

How will this impact on the contributing department?			
If the discontinuation will result in modules that are used by other programmes being laid down or suspended, have those departments been consulted? How will those programmes be affected by the proposal, and what plans are in place to manage this?			
Have Marketing and Communications and Recruitment, Admissions and International Development (RAID) colleagues been consulted on the proposal?			
If the proposal is likely to impact on student residences, have the Student Accommodation Office been consulted?			
<b>3.3. Current Students</b>			
How will current students will be impacted by the proposal? Will they be able to complete the programme, or will the structure or learning opportunities (e.g. study abroad, placement, field trips, etc) be affected?			
What will the likely impact be on current students who have to re-sit a module, or repeat a year, or have suspended their studies?			
If modules are to be laid down or suspended that are used in other programmes, how might this affect students on those programmes and what plans are in place to mitigate this impact?			
<b>3.4. Applicants and deferred places</b>			
Have there been any offers of a place on the programme to prospective students (including places which are currently deferred)?			
Have any applicants accepted a place on the programme? If so, how many are currently in the system? What alternatives will be available to them?			
How will this discontinuation be communicated to them? Who will do this and by when?			
<b>4. TEACHING OUT ARRANGEMENTS</b>			
Final recruitment year: (if applicable)			
Year of last graduating cohort (taking account of intercalation, placements, re-sits, etc): (if applicable)			
Number of students on programme from point of discontinuation:	Point of study	FT	PT
	Level 4		

	Level 5		
	Level 6		
	Level 7		
	Level 8		

Provide details of the arrangements in place to enable students to continue their studies and complete the programme. In particular, provide details of support and guidance available to students during the teaching out period or suspension period. Detail any modifications which will be required to the programme as a result. Please provide evidence that the programme aims and learning outcomes can still be achieved as a result of any modifications.

- What arrangements are in place for:
- i. Re-sits
  - ii. Repeating failed modules
  - iii. Repeating a year of study
  - iv. Intercalating students
  - v. Part time students

What consultation has taken place with current students (when and how)? Are these students content with the planned teach-out or suspension arrangements?

### 5. COLLABORATIVE ARRANGEMENTS

Provide details of all collaborative partners involved in the programme:

Provide details of partners' current contributions to the programme:

As a result of this proposal, will the Memorandum of Agreement (MoA) require:

Amending	<input type="checkbox"/>	Terminating	<input type="checkbox"/>
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What consultation has taken place with the partners; when and how?

What agreements have been reached?

Will the partner remain involved in delivery?

What arrangements are in place for the teach out or suspension period?

### 6. PROFESSIONAL, STATUTORY AND REGULATORY BODY (PSRB) ACCREDITATIONS

If the programme is accredited please list all accreditations and accrediting bodies:

What consultation has taken place (when and how)?

Will the programme remain accredited during the discontinuation period?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will current students still be able to gain accreditation on graduation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Are the PSRB satisfied with any programme amendments as a result of the teach out or suspension period?

For suspended programmes, will the accreditation remain valid when the

period of suspension ends, or will a new application be required?	
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**7. BENEFITS ASSESSMENT**

How will the discontinuation benefit the department, faculty or university in relation to:	
i. Academic staff teaching on the programme	
ii. Faculty professional service staff contributing to the management and organisation of the programme	
iii. Teaching space and timetabling	
iv. Specialist equipment or licenses	

**8. EXTERNAL EXAMINER COMMENTS:**

Name of External Examiner:	
Comments received:	
Date comments received:	

**9. SUPPORT OF OTHER CONTRIBUTING DEPARTMENTS OR PARTNERS AND STAKEHOLDERS:**

Department, Partner, Service:	
Name of person(s) consulted:	
Position(s) of person(s) consulted:	
Details of supporting evidence: (e.g. email or committee minute. Please attach copies where available)	
Comments for note:	

Please copy and extend the table to add more contributors as necessary.

**10. HEAD OF DEPARTMENT ENDORSEMENT:**

Signature:		Date:	

**11. CONFIRMATION OF OUTCOME – FACULTY APPROVAL**

The Faculty does not support the proposal as presented	<input type="checkbox"/>
The Faculty supports the proposal as presented as meeting the legal commitments of the University and securing the student learning experience.	<input type="checkbox"/>
Support for the proposal was subject to the following conditions:	
•	
The Faculty confirms that that all actions have been satisfactorily addressed and recommends the proposal to the University Academic Dean for approval.	<input type="checkbox"/>
Date:	Signed:

**12. CONFIRMATION OF OUTCOME – INSTITUTIONAL APPROVAL**

The University Academic Dean does not support the proposal as presented	<input type="checkbox"/>
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The University Academic Dean approves the proposal, noting that due process has been followed by the Faculty and that the proposal is fully in line with the University and sector requirements to secure the quality and standards of provision delivered in the University's name.

Approval of the proposal was subject to the following conditions:

- 

The UAD confirms that all conditions have been met and approves the proposal for discontinuation commencing from academic year 20XX

Date:

Signed: