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Section 1: Suspension of intake to a programme

A decision to suspend intake to a programme can be taken when for good and sufficient reason it would not be to the advantage of applicants or the University to run the programme. This might be on the grounds of loss of academic expertise and/or on the grounds of insufficient potential student numbers. The decision-making process is described below. The intake suspension procedure applies to all University taught and PGR programmes, wherever offered.

Once intake to a programme has been suspended, it is envisaged that in many cases this action will eventually lead to programme closure. However, it is possible that suspension of intake may be temporary and that the programme will recruit in future sessions (see Section 3 below).

Suspension of intake to a programme which has been advertised and which has 'live' applicants must be regarded as exceptional, given the direct adverse effects on individuals, the potential legal and financial liabilities and the possible effects on the University's good name.

Extreme care should be taken where a programme has live applicants and applicants should be contacted at the earliest possible opportunity. It is advised that programme teams should contact Legal Services in this instance for advice as soon as possible. Progr(ssi)7.4 (bl)71g80 Tc

Section 2: Criteria for suspending intake to a programme

Listed below are the criteria for suspending intake to a programme:

Strategic: Faculty Leadership Board must ensure that the suspension of intake demonstrably aligns with and contributes to the strategic direction of the faculty and site concerned.

Academic *: If there are academic reasons for suspending intake to a programme these must be identified, substantiated and recorded in the case for suspension. They can include:

- Declining contribution to the academic direction of the faculty or subject area
- Long-term failings in quality or standards
- Poor student retention on a long-term basis
- Cohort size not sufficient to sustain the quality of the student experience

Economic: Faculty Leadership Board must consider a full cost-benefit analysis relating to the programme and its suspension, following consultation with Finance Office management accountants.

Market *: If the reason for suspension of intake is poor recruitment, either in terms of numbers or standard of applicants, or both, clear evidence must be provided. In most cases the reasons for suspension of intake will be a mixture of the above, and the case for suspension must refer to all relevant criteria.

*Please consult with De Montfort Students' Union (DSU) if you are looking to close a programme for academic or market reasons, as they may be able to provide further information and guidance on the student market for this programme.

Section 4: Procedure for suspending intake to a programme

DMU campus -based provision

The procedure for suspension is outlined below. In initiating the procedure, Faculties should complete the pro forma Annex A, which includes the following:

- Criteria for suspension (as detailed in section 2 above)
- Checklist of issues to be addressed when considering suspension of intake
- Details of who must be consulted, and who must approve the suspension
- Responsibilities for communicating suspension
- Action to be taken to close the programme, should this be the ultimate outcome of

Step three – Communication with Staff

Once a decision to suspend an intake has been made, the Programme Leader should:

- Immediately inform Marketing (if not already informed) for the programme information to be removed from the website and, if appropriate, the PVC/International Office. Marketing or faculty admissions staff should then inform UCAS/another clearing house, as appropriate
- Inform Library and Student Services, Careers and Employability and Strategic Planning Services (where appropriate)

The PVC/Dean or Associate Dean (Academic) should:

- Inform f

Step five – Implementation Plan

Following the decision to suspend an intake, the PVC/Dean or Associate Dean (Academic) will draw up an implementation plan (Annex A) agreed by and monitored through the Faculty Academic Committee.

Step six – Review

Following the decision to suspend an intake or close a programme, this should be kept under review, in order to determine whether the programme should be reinstated, suspended for further intakes or closed (once students have completed their studies). This should be undertaken by the Faculty Academic Committee.

Collaborative P artners

The proposal to suspend intake will firstly involve discussion between the partner institution, Educational Partnerships (EP)/Global Partnerships Unit (GPU)and faculty. Priority should be given to existing students and applicants to the programme.

For faculty-owned provision, EP/GPU should initially seek the agreement of the appropriate PVC/Dean of Faculty at Faculty Leadership Board and/or Faculty Academic Committee (FAC). Annex B should be completed and submitted to the FAC and the form should be sent to the Academic Portfolio Strategy Committee for approval and the Quality Sub-Committee for note.

For Validation Service provision, Annex B should be completed and signed bb4icnm9(P)7 (V)-2.4 (e)10

Apprenticeship provision

Section 5: Suspension

Any programmes suspended for more than two academic sessions (or 18 months for apprenticeship programmes) will be required to undergo a revalidation event prior to running as outlined in the DAQ Guide to Curriculum Modification and the DAQ Guide to Validation.

Section 6: Closure of programme

Where the decision to suspend intake to a programme is taken with the aim of closure, the programme may be closed when there are no further students enrolled.

Section 7: Re-instatement of a programme

There may be occasions where the decision to suspend intake or close a programme is taken, but the faculty or partner later decide to re-instate the programme. In this instance, the decision to re-instate the programme needs to be agreed and signed off by the Faculty Leadership Board and section 4 of the Implementation Plan needs to be completed. For collaborative provision, Annex B needs to be completed. The updated forms should be provided to the Academic Strategy Portfolio Committee.

Programme teams should note that if the programme has been fallowed for two academic sessions or more, they will be required to complete a revalidation of the programme before students can be taught on the programme. Where there are continuing students still studying on the programme, the programme may be re-instated with immediate effect, but programme teams are strongly recommended to review the curriculum to ensure currency of learning and make any necessary modifications via the Curriculum Modification process.

Process workflow

Discussion takes place at Faculty Leadership Board/Faculty Academic Committee.

PVC/Dean submits Annex A to Academic Portfolio Strategy Committee for approval (or ULB if closure means the closure of a subject area)

PVC/Dean or Associate Dean (Academic) informs Quality Sub-Committee for note

Key dates:
31 March (UG)
31 July (PG)

Dean/ADA/nominee informs the following:

- Marketing/admissions
- International Office
- People Services (if appropriate)
- DSU

Dean/ADA/nominee establish communications plan to inform any applicants and to reassure any continuing students

Dean/ADA/nominee to agree an implementation plan

Applicants on other programmes:
Please indicate if applicants on other programmes will be affected (for example by withdrawal of modules on the suspended programme) and how this will be handled.

Guidance available from SPS and DAQ on identification of alternative arrangements.

Where module choices are affected it is important that student communication and consultat ion happens early and you may wish to seek advice from Legal Services.

Students on the programme

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Annex B – Collaborative Provision

Will applicants on other DMU programmes delivered by the partner be affected ? (e.g. by withdrawal of modules on the suspended programme) If yes, note details
Students on the programme If the programme has current students please provide the number that will be affected and their demographic profile, including age, disability, ethnicity and sex: Where there is a disproportionate impact on a particular group, this should be considered as part of the decision -making process and ameliorating action taken as required.
Indicate if DMU would be affected, and how this would be handled. You may w ant to comment on library or IT resources.

Students' Union

Associate Dean (International)	Link Tutor
Associate Professor (International)	Link Tutor
UCAS/other clearing house	Admissions
Partner institutions	GPU / EP / Link Tutor
Department of Academic Quality	Link Tutor (EP for Validation Service)
External examiner	Link Tutor (EP for Validation Service)
Students' Union	Link Tutor (EP for Validation Service)
Library and Student Services	Link Tutor (EP for Validation Service)
Strategic and Planning Services (if a reportable event to OfS is noted)	Link Tutor (EP for Validation Service)

6. Re-instatement of programme (only relevant where the programme has been suspended, and not closed)			
Signature of PVC/Dean of Faculty (for faculty-owned programmes) or PVC Education (for validation service provision) Name:			
Signature:		Date:	
Signature of Director of International (GPU) or Head of Educational Partnerships (EP) Name:			
Signature:		Date:	

Following the reinstatement of a programme, notification should be sent to Faculty Academic Committee/Programme Management Boards/Development and Review Committee/Academic Portfolio Strategy Committee/Quality Sub-Committee/Validation Service Board for information.