

**Suspension of Recruitment Proposal**

* *Suspension can only be proposed by the Vice Chancellor, Pro Vice Chancellor: Education, Head of School, Deputy Head of School or nominated representative, or Director of Strategy & Planning.*
* *List each programme affected in the header, including joint honours combinations.*
* *Under the Arrangements for these Applicants section, include programmes which applicants may chose as an alternate.*
* *Once completed, the form needs to be emailed to* [*approvals@yorksj.ac.uk*](mailto:quality@yorksj.ac.uk) *for submission to the Strategic Portfolio Committee for consideration and approval.*
* *Please note requests for suspensions are for one year only. If a programme is suspended for two years in a row, Strategic Portfolio Committee may recommend termination of the programme completely.*

Award title(s):

|  |  |
| --- | --- |
| *School:* |  |
| *Subject area:* |  |
| *Suspension from:* | *(academic year)*  *or specify suspension of one or more entry point(s)* |
| *Teaching institution:* |  |
| *Delivery location:* |  |
| *Mode/s of study:* |  |
|  |  |

Proposed by:

Signature:

**Applicants:**

Number of Home applicants on [date] is [number of home applicants]

Number of International applicants on [date] is [number of international applicants]

Arrangements for these applicants:

Is there a Foundation Year route onto the programme? If so, what are the arrangements for these students?

Arrangements for resources allocated to the programme:

Please note that programmes with international acceptances are not normally suspended, therefore please consult the YSJ Global team prior to submission to the Strategic Portfolio Committee.

**Agreed by Head of School:**

If the programme(s) contain(s) modules belonging to another School, that HoS should sign to approve the proposal

Agreed by Head(s) of School:

|  |  |
| --- | --- |
| Approved by Strategic Portfolio Committee | Date |
| SITS updated | Date |
| Approval confirmed and notification email sent | Date |