

**Termination of Recruitment Proposal**

* *Termination of a programme(s) can only be proposed by the Vice Chancellor, Pro Vice Chancellor Learning & Teaching, Head of School, Deputy Head of School, or Director of Strategy & Planning.*
* *List each programme affected, including joint honours combinations.*
* *Under the ‘Arrangements for these Applicants’ section, include programmes which applicants may choose as an alternate.*
* *For joint or combined honours, ensure both Heads of School have agreed the termination.*
* *For a specialist programme that contains modules belonging to another School, that Head of School should also sign.*
* *Once completed, the form needs to be emailed to* *approvals@yorksj.ac.uk* *for submission to the Strategic Portfolio Committee for consideration.*
* *Please see the* [terminating a programme of study](https://www.yorksj.ac.uk/registry/quality-gateway/suspending-recruitment-and-programme-termination/terminating-a-programme-of-study/) *for further information and guidance.*

Programme(s):

|  |  |
| --- | --- |
| *School:* |  |
| *Subject area* |  |
| *Termination from:* |  |
| *Teaching institution:* |  |
| *Delivery location:* |  |
| *Mode/s of study:* |  |
|  |  |

Proposed by:

Signature:

If the programme(s) contain(s) modules belonging to another School, that Head of School should sign to approve the proposal
 Agreed by Head of School:

**Applicants**

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

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

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

Arrangements for these applicants:

**Existing Students**

|  |  |  |
| --- | --- | --- |
| **Level** | **Number of full-time students currently at that level** | **Number of part-time students** |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |

If there are student numbers listed in the table above, a programme withdrawal plan should be appended to this document for submission to QSC for approval (see appendix 1).

External Examiner Arrangements:

|  |  |
| --- | --- |
| **Name/s of External Examiner(s)** | **Date Appointed** |
|  |  |
|  |  |

Further considerations:

Have Human Resources been notified of any possible staffing implications? yes/no (not necessary)

Have staff associated with the programme been made aware of the proposal? yes/no

Arrangements for resources allocated to the programme:

Student Protection Plan implications:

Does the University need to implement any provision of the [Student Protection Plan](https://www.yorksj.ac.uk/media/content-assets/admissions/documents/Student-Protection-Plan-2018-19.pdf)? yes/no

Are there any implications for continuation of studies that would require the risk review panel to be convened? yes/no

Approvals:

|  |  |  |
| --- | --- | --- |
| Body | Approved | Date |
| SQP/Head of School[[1]](#footnote-1) |  |  |
| Strategic Portfolio Committee |  |  |
| Vice Chancellor |  |  |

|  |  |
| --- | --- |
| SITS updated |  |
| Approval confirmed and notification email sent |  |
| Academic Board informed  |  |
| QSC notified |  |
| QSC approved teaching out plan |  |

**Appendix 1**

**Programme Withdrawal Plan**

**Award/s:**

**Students**

|  |  |
| --- | --- |
| Indicate deadline for notifying students |  |
| How will the students on the Programme(s) be informed of the termination? Written confirmation is required to be sent to the affected students. |  |
| Has written confirmation been received from the affected students, acknowledging the consequences of the termination?If not, when will this be received?  |  |
| List number of students on the different stages of the Programme(s) at the date of termination, specifying which are part-time. |  |

**Teaching and Assessment**

|  |  |
| --- | --- |
| Will additional monitoring or support be put in place for teaching and assessment? If additional arrangements for the teaching and assessment of students are proposed, please provide details.  |  |
| What arrangements are in place to ensure the continuing quality of the student experience? Please provide details. |  |

**Assessment Panels**

|  |  |
| --- | --- |
| Clarify arrangements proposed for assessment panels to ensure that students can continue (dates should not exceed any maximum registration period) |  |
| Please provide confirmation that arrangements are in place to ensure that YJSU external examiners will still be under contract to cover the Programme(s)*E.g. if external’s contract is to expire before the final assessment board, is the external eligible for an extension to contract or will new externals be appointed to cover until the final board?* |  |

*Signed by Head of School(s):*

*Date:*

1. At School-level the proposal can be signed off at a meeting of the SQP or, if timing is an issue, by the Head of School [↑](#footnote-ref-1)