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| **PD5:****SUSPENSION OR CLOSURE OF AN AWARD** |

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| **Document Owner:** Student Learning &Academic Registry**Version number: 12.0****Effective date:** October 2024 (Academic Year 2024-25)**Date of next review:** July 2025*This document is part of the University Quality Framework, which governs the University’s academic provision.*  |

**PD5**



Student Learning & Experience Committee

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| **Suspension or Closure of an Award Title**(Please refer to[**Notes of Guidance**](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/B-Annex%208%20-%20Guidance%20for%20Completion%20of%20Portfolio%20Development%20Proposal%20Forms.docx) when completing this Form)  |

**This form must be submitted electronically (including signatures) to** **QAV@tees.ac.uk**

**The lead School should complete the form in liaison with the Partner(s)**

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| **Schools are responsible for the development and implementation of an appropriate teach out plan and for liaising with Finance** **FCDsystems@tees.ac.uk** **and SRM to ensure all implications for students and applicants as detailed within the** [**Student Protection Plan**](https://connect.tees.ac.uk/docs/publicdocumentslibraries/default-document-library/legal-and-governance-services/Student-protection-plan.pdf) **have been considered.** | [ ]   |

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| **1** | **University School:** |  |
| **Associated School(s):** |  |
| **Collaborative Partner(s) involved with the Award(s):** |  |
| **2** | **Partner(s) typology:** | [ ]  2. Co-delivery[ ]  3. Franchised[ ]  4. Validated[ ]  7. Placement/Workplace Learning | [ ]  8a Dual Award[ ]  8b Joint Award[ ]  9. Remote Delivery |

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| **3** | **Is this a request for a Suspension or Closure?** |  |

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| **4** | **Title of Award:**Include all enrolment/target awards, plus any named intermediate awards to be suspended/closed**Please append Report** [**ADM0271**](http://sqlreporting.tees.ac.uk/Reports/report/Students/Admissions/ADM0271%20Admissions%20Course%20Monitoring) |
| **Award e.g., BSc (Hons)** | **Full title** | **SITS Code (MCR).**If the intention is to close all course variants (including those with partners), please indicate below. ***Note ALL SITS codes must be provided*** | **Mode of Attendance** |
| *Final Award:* | *Final Award Title:* | Close all course variants: [ ]  Yes [ ]  No | [ ]  FT[ ]  PT[ ]  FTSW  |
| *Intermediate Award:* | *Intermediate Award Title:* |  | N/A |

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| **5** | **Is the award(s) an Apprenticeship:** | [ ]  Yes [ ]  NoIf yes, note standard title/number/version and whether integrated, fully integrated, or non-integrated:  |

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| **6** | **Does the award have HTQ approved status?** *(Level 4 & 5 qualifications only)***NB:** If **Yes,** IfATE must be informed promptly of course closures. | [ ]  Yes [ ]  No |

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| **7** | **Delivery Location(s):** | [ ]  TU Middlesbrough Campus[ ]  TU Darlington Campus[ ]  Online (School)[ ]  Online (TU OL Ltd)[ ]  TU London Campus[ ]  TU Darlington & London[ ]  TU Middlesbrough & Darlington[ ]  TU Middlesbrough & London[ ]  TU Middlesbrough, Darlington & London[ ]  TU Net Zero, Middlesbrough, & London[ ]  Other, **including Dual/Joint Awards** please state full postal address:  |

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| **8** | **Date of suspension or closure for each mode of attendance and/or delivery location:****Please clarify if the request is to permanently close a *specific* intake/entry point** |  |

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| **9** | **Are there any current/deferred applicants for this award?** (Please refer to the **CAPS** screen in SITS): | [ ]  Yes [ ]  No |
| If **YES**, please identify the number of applicants (CAP) records.**Guidance Note:** If **YES**, the School is responsible for ensuring that applicants are given an alternative offer. If an applicant has firmly accepted a place, all appropriate efforts should be made to place them on a similar course. Further guidance is available from SRM Admissions.  |  |
| **10** | **Are there any current enrolments on this award?** | [ ]  Yes [ ]  No |
| 1. Identify the number of current enrolments.
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| **11** | **Reason for Suspension/Closure:** |  |
| **Please indicate the impact on the University’s academic profile.** |  |

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| **12** | **Are there any approved articulation agreements associated with the award?** | [ ]  Yes [ ]  NoIf **YES**, please confirm the date the course closure has been discussed with relevant parties: |

***Q13 relate to Suspension only, if not relevant please continue to Q14***

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| **13** | **Period of Suspension:**(maximum 2 years) |  |
| **Please detail suspended intakes i.e., Sept 23****(*Please identify all intakes within the period of suspension)*** |  |

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| **14** | **Please indicate what consultation has/will take place with:** |
| 1. **Other Schools involved in the Award**
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| 1. **Partner(s) involved in the Award**

(indicate what impact, if any, the suspension or closure will have on the collaborative arrangement(s), to include implications for in country accreditation requirements) |  |
| 1. **External Examiners for the Award(s)**
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| 1. **Current and Suspended Students studying the award** - confirm that the School/Partner has agreed an appropriate plan to manage the continuation of studies for current and interrupted students during the teach out phase, e.g., progression between levels and restudy opportunities where relevant**[[1]](#footnote-1)**.
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| 1. **PSRB**
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| **15** | **Support from the Partner(s) (if applicable):** Signed: ………………………………………………… Date: ……………………..………Name: …………………………………………………… Designation: ……………………. (please print)**NB:** If it has not been possible to obtain the signature of the Partner, an email or letter noting their support must be attached to this proposal.In exceptional circumstances whereby signatures or an email cannot be obtained, please provide a supporting rationale below:…………………………………………………………………………………………………………………………………………………………………………………………………… |

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| **16** | **For proposals that involve International or Employer Partner support is required from the Director of International Development, Strategic Funding Manager, (or nominee)if applicable.**Signed: ……………………………………………… Date: ………………………………….Name: ……………………………………………………Designation: …………………………(please print)*Please tick box below, as appropriate:*[ ]  Director of International Development[ ]  Strategic Funding Manager |

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| **17** | **Support from Director of Apprenticeships, (or nominee) if applicable:**Signed: ………………………………………………. Date: ………………...……….Name: ………………………………………………  (please print) |

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| **18** | **Support from Director of TU Online Ltd, (or nominee)if applicable:** Signed: ……………………………………..…..... Date: …………………………Name: ………………………………………………(please print) |

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| **19** | **Support from Dean of Proposing School (or nominee):**I confirm that the School has where appropriate obtained approval from the Chief Operating Officer for the closure/suspension of the award title: Signed: ………………………………………………. Date: ………………...……….Name: ………………………………………………………… (please print) |

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| **20** | **Support from Dean(s) of associated School(s) (or nominee):**I/we confirm our support for the proposal as outlined above:Signed: ………………………………………………… Date: .…………………………….Name: ………………………………………………………. (please print)Signed: ………………………………………………… Date: ……………….……………Name: ……………………………………………………….. (please print) |

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| **21** | **Support from Academic Registrar (or nominee):**[ ]  Approved [ ]  RejectedSigned: ……………………………………………..…..... Date: ……………………………Name: …………………………………………………….(please print) |

**For Student Learning & Academic Registry use only:**

**Following approval, notification is to be circulated to the relevant Dean, Associate Dean (Marketing & Recruitment) of the School with the Senior Administrator copied in along with:**

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| **Department**  | **Contact Email**  |
| Apprenticeships | **AAD@tees.ac.uk** |
| Legal and Governance Services  | **OfS-Notifications@tees.ac.uk****contracts@tees.ac.uk** |
| Student Recruitment and Marketing  | **SRMLeadership@tees.ac.uk****Marketing@tees.ac.uk****SRMACU@tees.ac.uk** |
| Finance | **FCDSystems@tees.ac.uk****G.Bowman@tees.ac.uk****P.Graham@tees.ac.uk** |
| TU Online (for online courses only)  | **OLPortfolioDevelopment@tees.ac.uk** |
| Deputy Director, Department International Development (TNE courses only) | **N.Clark@tees.ac.uk** |
| TU London | **M.Skipper@tees.ac.uk****TULAdmin@tees.ac.uk**  |

1. [**Student Protection Plan**](https://www.tees.ac.uk/studenthandbook/) **refers.** [↑](#footnote-ref-1)