This form should be used to apply for suspension of recruitment, suspension of recruitment pending withdrawal and withdrawal of a programme, including collaborative provision at the post or pre-approval stage. Please note that programmes should be suspended or withdrawn at least five months before the programme is due to start. For further information, please refer to the [Code of Practice –Suspension or Withdrawal](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality) and the [University of Hull Student Protection Plan.](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality.aspx)

#### **Suspension of Recruitment** refers to the temporary suspension of recruitment to a programme for up to two years with the expectation that the programme will resume recruitment in the future.

#### **Withdrawal** refers to the permanent withdrawal of a programme from the University’s portfolio.

#### **Suspension pending withdrawal** refers to the phasing out of a programme through suspension of all future recruitment, until all cohorts complete and the programme can be permanently withdrawn.

|  |  |
| --- | --- |
| **A: GENERAL INFORMATION** | |
| Faculty (University of Hull) |  |
| Academic Unit (University of Hull) |  |
| Partner Institution (if applicable) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B: PROGRAMME INFORMATION** | | | | | |
| 1. | Please list programme title, variant and codes (if issued) | | | | |
| **Programme Title or Variant** | | | | **No. of Students Affected** | **No. of Applicants Affected** |
|  | | | |  |  |
| **SITS Programme Code** | | **SITS Course Code** | **SITS Route Code** | **AIS Code if applicable** | |
|  | |  |  |  | |
| 2. | Request *(Please tick the relevant box and provide dates. Please include non-standard intakes if required.)* | Temporary suspension of recruitment  (up to two years)  Recruitment to be suspended for academic years as follows:  Academic year of resumption: | Suspension of  recruitment pending  withdrawal  Recruitment to be suspended as from academic year:  Anticipated academic year of withdrawal: | Withdrawal  Programme to be withdrawn from academic year: | |
| 3. | Please tick to indicate the approval stage of the programme | Approved programme | Approved programme pre-enrolment (approved but no first intake) | Development consent (development consent stage only approved) | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C: FURTHER DETAILS** | | | | | |
| 1. | Rationale for the request including any impact upon resources. |  | | | |
| 2. | Please outline the current SSR (Staff Student Ratio) for the subject area with the programme included and the revised SSR following suspension or withdrawal of the programme. |  | | | |
| 3. | Please give details of consultation with stakeholders including:   * External examiner/s * Students, Staff * Any relevant Professional, Statutory and Regulatory Bodies (if applicable) * Student Recruitment and Marketing (if existing plans for Open Days are affected) |  | | | |
| 4. | Please confirm that consultation has taken place with other faculties or areas, where programmes or related modules are co-owned or shared.  Please state n/a if there are no shared or co-owned modules. |  | | | |
| 5. | Please state if the application affects any already existing progression agreements.  If yes, please confirm that consultation has taken place with OnCampus Hull or with Global Engagement for international progression agreements –  [international@hull.ac.uk](mailto:international@hull.ac.uk) |  | | | |
| 6. | Exit Strategy (for withdrawals and suspension pending withdrawal only).  Please ensure that the strategy sets out how continuation and quality of study will be preserved for existing students. For further information please see [University of Hull Student Protection Plan.](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality.aspx) |  | | | |
| 7. | Alternate Programme(s)  Please provide information on any existing programmes applicants could be transferred to and provide further details in order that alternatives can be best promoted to applicants.  Please note that the Admissions Service will communicate directly with applicants to inform them of the decision to withdraw or suspend a programme. | Title | | | |
|  | | | |
| 8. | Previous Student Numbers  Please provide the number of students registered to the first year of the programme for the previous three years. | Academic Year 20\_\_ - 20\_\_ | Home | EU | International |
|  |  |  |
| Academic Year 20\_\_ - 20\_\_ | Home | EU | International |
|  |  |  |
| Academic Year 20\_\_ - 20\_\_ | Home | EU | International |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **D: SUPPORT REQUEST** | | |
| 1. | **Signature**  *Partner Institution (if applicable)* |  |
|  | Print Name |  |
| Date |  |
| 2. | **Signature**  *Head of Academic Unit (University)* |  |
|  | Print Name |  |
| Date |  |
| 3. | **Signature**  *Faculty Associate Dean (Education) or Faculty Academic Manager (University)* |  |
|  | Print Name |  |
| Date |  |

|  |  |  |
| --- | --- | --- |
| **E: AUTHORISATION** | | |
| **Signature**  *(Chair of University Education Committee)* | |  |
|  | Print Name |  |
| Date of EC meeting or Chair’s Action |  |