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| Course suspension and discontinuation |
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**Submission**

Please complete the form when the decision to suspend or close a course to new applicants is taken, and submit to the Dean / Deputy Dean of Partnerships via partnerships@essex.ac.uk. If you have any questions or queries, please contact the Partnerships Team.

 **Approval required:**

* Course discontinuation: Academic Quality and Standards Committee (AQSC) following

 recommendation from Partnerships Education Committee

* Course suspension: Dean / Deputy Dean of Partnerships (reported to PEC)

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| **Course suspension and discontinuation request** |

**Course details**

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| **Partner Institution** |  |
| **Course suspension or discontinuation?** | ☐ Temporary suspension of recruitment☐ Permanent discontinuation |
| **Department / School** |  |
| **Course Title**  |  |
| **Course discontinuations:** |
| **Academic year from which course will no longer be open to new applicants** |  |
| **Would you like to suspend recruitment pending permanent discontinuation?** | ☐ YesDate course to be suspended from: |
| **Final date that the award could be conferred, based on the maximum period of study permitted by University regulations** |  |
| **Last proposed date for conferral, if different from the above date** |  |
| **If applicable, is the course to continue to be available as a named exit award?** | ☐ Yes☐ No |
| **Course suspensions:** |
| **When will the course no longer be open to new applicants (academic year or month/year)?***The course will be re-opened for recruitment to new applicants in the admissions cycle for the year the suspension comes to an end.* |  |

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| **Number of students on the course** |
| **Stage 1** |  | **Stage 2** |  |
| **Stage 3** |  | **Final Stage** |  |
| **Intermitting students** *please provide number at each stage of study* |  |
| **Are there any other students to consider?**Please ensure relevant questions below are answered | ☐ Yes ☐ NoIf yes, which students: |

**Rationale and strategy**

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| **Rationale for the suspension / discontinuation of the course** |
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| **Strategy for managing the suspension / discontinuation of the course, including for students on intermission, undertaking reassessment or repeat years** |
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| **Are there similar courses that live applicants can be offered?** |
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**Consultation**

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| **Name of External Examiner for course** |
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| **Will the External Examiner be required to continue their responsibilities for the programme during the suspension?** |
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| **Have students been consulted regarding the discontinuation?** *If yes please provide details of the consultation below and any feedback received* | ☐ Yes ☐ No |
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| **Number of live applicants and confirmed places to the course** | Live applications: Confirmed places:  |
| **Deferred applications for next year** |  |
| **Date information obtained from Admissions** |  |

**To be completed by Partner Institution:**

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| **Application supported by the Head of Department / Head of HE at Partner Institution** |
| **Department** |  |
| **Signed** |  | **Date** |  |

**To be completed by University of Essex:**

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| **Approved by the Dean / Deputy Dean of Partnerships, University of Essex** |
| **Comments** |  |
| **Signed** |  | **Date** |  |

**Document review information**

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