**Application for approval to close a programme (2023-24)**

*for the closure of programmes, as well as awards within programmes that are separately available to students. For the closure of exit qualifications, the Programme Modification Form should be completed instead.*

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| 1. Faculty or Institute:
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| 1. School or Centre:
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| 1. Programme Qualification and Title:
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| 1. Mode of study:
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| 1. Collaborative partner(s) (if applicable):
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| 1. Date of last intake:
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| 1. Number of current students by year:
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| 1. Estimated date of completion for final intake:
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| 1. Rationale for closure

*This should include a brief rationale for the closure of the programme and an analysis of the consequences for SGUL* |
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| Reasons for poor recruitment (if applicable, if recruitment is a reason for recommending closure): |
| 1. what has been done to market the programme?
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| 1. why has the programme not recruited?
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| 1. **Action plan for current students:**

*If there are still students on the programme, please refer to the guidance specified in paragraphs 5 to 8 below) in the development of the student facing teach out plan**If a partnership is also being closed, please seek the advice of the Director of Quality and Partnerships*  |
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| 1. Where collaborative partner(s) are involved, has there been consultation with the partner involved in the delivery of the programme
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| 1. Has there been internal consultation within SGUL?
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| 1. Deputy Vice-Chancellor (Education)
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| 1. Academic Registrar
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| 1. Assistant Registrar (Admissions)
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| 1. Planning Office and Finance
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| 1. External Relations and Communications
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| 1. Any other relevant parties
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| Additional comments on consultation: |

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| 1. Is the closure of the programme a reportable event as defined by the Office for Students or likely to require St George’s to invoke its [Student Protection Plan?](https://www.sgul.ac.uk/study/documents/Student-Protection-Plan.pdf) Please take advice from Governance, Legal and Assurance Services if necessary.
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| 1. Does the programme share modules with any other programmes and, if so, what impact would the closure have on those programmes? This should include Short Courses that consist of module(s) that belong to the programme being closed.
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The Faculty/Institute/Division recommends the closure of the above course with effect from the date indicated, and has followed the guidance detailed below, where appropriate.

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| Signature of the Course Director |  |
| Signature of the Dean of Faculty or Institute Director  |  |

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| Once completed, this form should be submitted to ESSC for consideration. Please contact the clerk (Meg Walton, mwalton@sgul.ac.uk) for dates of upcoming ESSC meetings.The outcome of discussions at ESSC will be reported to:* Course Director
* Dean Head of School/Division
* Academic Registrar
* Assistant Registrar (Admissions)
* Assistant Registrar (Systems and Records)
* External Relations and Communications
* Director of Quality and Partnerships

Following agreement at ESSC, the clerk will report the decision to close the programme to Senate. |

**Programme Closure: Checklist for Staff**

1. The following guidelines are to help staff ensure that the SGUL’s obligations to students are met throughout the process of closure. Please refer to [guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/428549/HE_providers_-_advice_on_consumer_protection_law.pdf) from the Consumer and Markets Authority on the legal obligations of HE providers to applicants and students and the statement of good practice from UUK et al on course changes and closures (Quality Manual Section A Appendix A12).
2. Where the programme is offered through a collaborative partnership, the obligations of SGUL and the partner should be clearly stated in the Institutional Agreement or equivalent.

**Applicants**

1. The timing of the decision not to recruit must take account of the admissions cycle to minimise the effect on applicants. For example, recruitment though UCAS obliges applicants to commit themselves to a restricted choice and so any decision to cease recruitment should be made in sufficient time to ensure that applicants do not waste one of their opportunities.
2. If SGUL decides to withdraw a course after receiving applications, the Admissions Teams in registry must be in a position to notify applicants immediately and offer advice on suitable alternatives both within SGUL and, if necessary, elsewhere.

**Current students**

1. SGUL must ensure that students registered on a programme are able to complete. Normally, students will:
* complete the programme on which they are enrolled;
* have access to appropriate learning resources (including staffing resources);
* have access to placement opportunities for clinical or practice placements if relevant;
* receive appropriate advice and support, including personal tutorial support, for the remainder of their studies;
* have all of the assessment and reassessment opportunities required by Programme Regulations;
* access all core modules, although the choice of option modules may be reduced.
1. SGUL’s obligations to students will normally be articulated in the teach out plan that will be available to students and monitored regularly through the Course Committee.
2. However, students should be informed of the final date for completion and warned that this cannot include any time out. Where the student is absent for any significant period for illness or other cause beyond their control, special arrangements should be made for completion although there can be no guarantee that the learning experience will be comparable.
3. Exceptionally, SGUL may have to negotiate transfer to another programme within SGUL or in a comparable HEI. In these circumstances, the following minimum arrangements should be agreed:
* recognition of all specific credit gained. This may be beyond the normal regulations for transfer and will have to be agreed as an exception
* if the transfer is to another comparable HEI, a refund of any tuition fees should be considered to ensure that there is no financial penalty.