**The** [***Programme Suspension and Withdrawal Policy***](http://www.brunel.ac.uk/about/quality-assurance/programmes)***, must be read before completion of this form, in particular whether the proposal will follow Route A or Route B.***

**Any queries should be referred to the Quality Assurance Manager for your College.**

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| **Section A – Programme Details** | | | | | |
| 1. Programme award titles affected: |  | | | | |
| 2.Type of request | Suspension |  | Withdrawal |  | |
| 3.Will this proposal result in the programme in its entirety being suspended/withdrawn | Yes - complete sections A, C, D, E & F |  | No - complete all sections |  | |
| 4. Home College / Department / Division |  | | | | |
| 5. Contributing College / Department / Division\*  ***\* Please note all contributing colleges, including Brunel University London Pathway College (BPC), must be consulted about the proposed suspension/withdrawal.*** |  | | | | |
| 6. Does this programme use or share study/assessment/modular blocks with programmes within a different department and/or College? |  | | | | |
| 7. What is the lowest level a student can enter this programme at? | Foundation (BPC) | | | |  |
| Foundation (Brunel) | | | |  |
| FHEQ level 4 | | | |  |
| FHEQ level 5 | | | |  |
| FHEQ level 6 | | | |  |
| Pre-Masters (BPC) | | | |  |
| FHEQ level 7 | | | |  |
| Other | | | |  |

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| **Section B – Suspension / Withdrawal details (for where the award is not being suspended/withdrawn in its entirety)** | | | | | | | | |
| 8. Mode/s of delivery to be suspended/withdrawn (please identify which apply) | Face-to-face |  | Online |  | Blended |  | Other |  |
| 9. Mode/s of study to be suspended/withdrawn (please identify which apply) | Full-time |  | Part-time |  | Block delivery |  | Other |  |
| 10. Intake month/s to be suspended/withdrawn |  | | | | | | | |
| 11. Has the Mode/intake month ever recruited? |  | | | | | | | |
| 12. Modes of delivery, modes of study, and intake months still to be offered |  | | | | | | | |

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| **Section C – Programme History and Rationale** | |
| 13. Please provide the rationale for the request: |  |
| 14. Enrolments over the last 5 years (for all intakes/modes of delivery/modes of study) |  |
| 15. From which intake (month and year) is this proposal effective from? |  |
| 16. When was/is the last intake to the award/mode/intake month? |  |
| 17. Please describe any equality impact on applicants/students who have protected characteristics or priority areas such as: age, disability, gender, race/ethnicity, sexual orientation, gender reassignment, religion/belief, pregnancy/maternity, students with caring responsibilities and those from more deprived social economic backgrounds?   * How will they be impacted? * How will you mitigate any negative impact? * When will this action be completed?   Guidance note: on the basis of the information provided, the completion of an Equality Impact Assessment may be requested by SASP, and engagement with the University’s Student Equality and Diversity Manager will be required. |  |
| 18. For suspensions only  Please give the date (month and year) that the award/mode/intake will resume: |  |
| 19. If applicable - For students who do not graduate on schedule, please provide details of transitional arrangements which enable them to complete their studies. |  |
| 20. If applicable - Please provide details of arrangements for prospective students who have been offered a place on the award/mode/intake month |  |

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| **Section D – BPC impact** | |
| 21. Are there students currently enrolled at BPC whose intention to progress to Brunel will be impacted by this request? |  |
| 22. Are there applicants to BPC whose intention to progress to Brunel will be impacted by this request? |  |
| 23. If yes to either of the above, how do you intend to manage this?  e.g. will there be a new award title BPC students can progress to, will this programme be delivered to a final cohort of BPC students? |  |

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| **Section E – Consultation** | |
| 24. Considered by Board of Studies. | Signature……………………………………….. Date…………………………. |
| 25. Considered by Department Management Board. | Signature……………………………………….. Date…………………………. |
| 26. Considered by Continuity Group.  ***(this section only required if there is a likely associated reduction in learning resources for continuing or prospective students – see Programme Suspension and Withdrawal Policy).*** | Signature……………………………………….. Date…………………………. |
| 27. Comments from Head of Marketing |  |
| 28. Comments from Head of Admissions | *Regarding the number of prospective students who have been offered or have accepted places, including deferred entry – data must be up to date as of 1 month prior to intended submission of the form.* |
| 29. Comments from Quality Assurance Manager |  |

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| **Section F – College Approval** | |
| 30. Recommended by College Education Committee (signature of Deputy Dean (Academic Affairs)) | Signature……………………………………… Date…………………………. |
| 31. If applicable - Agreed by contributing College / Affiliate College (signature of Vice Provost and Dean of College or Vice Dean (Education)) | Signature………………………………… Date…………………………. |
| 32. Endorsed by ‘Home’ College Management Board (signature of Vice Provost and Dean of College or Vice Dean (Education)) | Signature……………………………………. Date…………………………. |

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| **Section G for Quality Assurance use only – University Approval (not required where the proposal is to withdraw or suspend an intake month)** | |
| 33. Recommended by Strategic Approval Scrutiny Panel | Signature………………………………… Date…………………………. |
| 34. Suspension/withdrawal of programme approved on behalf of Senate | Signature………………………………… Date…………………………. |

Please forward the completed form to [quality-officers@brunel.ac.uk](mailto:quality-officers@brunel.ac.uk) for consideration by the Strategic Approval Scrutiny Panel and approval by Senate