

CD08a  
DISCONTINUATION OF EXISTING PROGRAMME FORM  
Course Approvals Process

Department:  
Faculty:  
Start Date:

TYPE OF PROPOSAL:  
Programme Laydown:   
Programme Suspension:

Course Approval Process  
2020/21  
Last updated August 2024

1. PROGRAMME DETAILS AND RATIONALE						
Administering Department:						
Faculty:						
Programme Award and Title:						
Variants: (please tick all that apply)	Standard variant	<input type="checkbox"/>	Study Abroad variant	<input type="checkbox"/>		
	Placement Year variant	<input type="checkbox"/>	Industry variant	<input type="checkbox"/>		
	Internship variant	<input type="checkbox"/>	Global variant	<input type="checkbox"/>		
	Other variant(s) (please specify)			<input type="checkbox"/>		
Mode of attendance: (please tick all that apply)	Full Time	<input type="checkbox"/>	Work Based Learning	<input type="checkbox"/>		
	Part Time	<input type="checkbox"/>	Other(s) (please specify)	<input type="checkbox"/>		
Mode of delivery (please tick all that apply)	On-campus	<input type="checkbox"/>	Blended	<input type="checkbox"/>		
	Distance learning	<input type="checkbox"/>	Other(s) (please specify)	<input type="checkbox"/>		
Location of delivery: (please tick all that apply)	Lancaster Bailrigg	<input type="checkbox"/>	LU@BJTU	<input type="checkbox"/>	LU Ghana	<input type="checkbox"/>
	Sunway University	<input type="checkbox"/>	LU Leipzig	<input type="checkbox"/>	UA92	<input type="checkbox"/>
	Regional Teaching Partnership (please specify)					<input type="checkbox"/>
	Other partner location(s) (please specify)					<input type="checkbox"/>
Rationale for discontinuation:						
Commencement of discontinuation: (e.g. For a final intake in academic year 2025/26 the date of discontinuation would be October 2026)	Date:	MM/YYYY	Length of suspension: (if applicable)			
	Plans for programme following end of period of suspension: (if applicable)					

2. IMPACT AND BENEFITS ASSESSMENT				
2.1. Impact on Administering Department				
What is the likely impact of the proposed discontinuation on department plans and departmental resources? <small>e.g. Consider strategic growth plans, research plans, academic staffing, professional services staffing, teaching space, timetabling, specialist equipment/licenses, etc</small>				
What is the likely impact on the diversity of the department's student body?				
Where available, please provide the 5-year mean recruitment figure for the programme in the following categories: <small>Nb. If not available locally, this information can be requested directly from the <a href="mailto:data-analytics@lancaster.ac.uk">data-analytics@lancaster.ac.uk</a> team</small>	UK		Mature	
	EU		Declared disability	
	International		BME	
	Male		POLAR4 Quintile 1 and 2	
	Female		Socio-economic group 4-7	

What will be the likely impact of losing the programme as a 'feeder route' to higher awards in the department?	
<b>2.2. Impact on other Departments and Services</b>	
Are there any other academic departments which contribute to the programme? Please give details <small>(e.g. Could be a joint honours degree, could include modules adopted from another department, or could include specific teaching responsibilities)</small>	
Have these departments been consulted on the proposal and what is the likely impact of discontinuation? <small>Nb. Consultation is essential (where relevant)</small>	
Have Marketing and Communications and Recruitment, Admissions and International Development (RAID) colleagues been consulted on the proposal? Please give details <small>Nb. Consultation is essential (where relevant)</small>	
If the proposal is likely to impact on student residences, have the Student Accommodation Office been consulted? Please give details <small>Nb. Consultation is essential (where relevant)</small>	
<b>2.3. Impact on Current Students</b>	
How will current full time and part time students be impacted by the proposal? <small>e.g. Will they be able to complete the programme, or will the structure or learning opportunities (e.g. study abroad, placement, field trips, etc) be affected?</small>	
What will the likely impact be on current students who have to re-sit a module, or repeat a year, or have suspended their studies through intercalation?	
What consultation has taken place with current students (when and how)? Are these students content with the planned teach-out or suspension arrangements? <small>Nb. Consultation is essential (where relevant)</small>	
If modules are to be laid down that are used in other programmes, how might this affect students on those programmes and what plans are in place to mitigate this impact?	
<b>2.4. Impact on Applicants</b>	
Have there been any offers of places on the programmes to prospective students (including places which are currently deferred for a future year)?	

Have any applicants accepted a place on the programmes? If so, how many are there for each programme?	
How will this discontinuation be communicated to them? Who will do this and by when?	
For any applicants who have accepted a place on the programmes, what alternative offers will be available to them instead?	

### 3. TEACH OUT ARRANGEMENTS

This section is only applicable for permanent programme lay-downs (not temporary suspensions)

Final recruitment year: i.e. When will the final student intake be to each programme		
Year of last graduating cohort Taking account of re-sits, repeat years, intercalation, placement and study abroad years, etc for each programme		
Number of students on programme from point of discontinuation: i.e. How many students will require teach-out? Where the exact number of students on programme at the point of discontinuation cannot yet be reliably known, please provide an estimate based on the latest available intake data	Full time	Part time

### 4. COLLABORATIVE ARRANGEMENTS

Provide details of all collaborative partners involved in the programme: Include both the name(s) of partners and details of their contributions to the programmes	
What consultation has taken place with the partners; when and how? Nb. Consultation is essential (where relevant)	
Will the partner remain involved in delivery during the teach out period?	
As a result of this proposal, are there any changes required to the Memorandum of Agreement (MoA)?	

### 5. PROFESSIONAL, STATUTORY AND REGULATORY BODY (PSRB) ACCREDITATIONS

If the programme is accredited please list all accreditations and accrediting bodies:	
What consultation has taken place with the partners; when and how? Nb. Consultation is essential (where relevant)	
Will the programme remain accredited during the teach out period?	
Will current students still be able to gain accreditation on graduation?	

For suspended programmes, will the accreditation remain valid when the period of suspension ends, or will a new application be required?	
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<b>6. EXTERNAL EXAMINER COMMENTS</b> Please copy and extend the table to add more External Examiner responses as necessary (e.g. if there is more than one External Examiner responsible for this programme)	
Name of External Examiner:	
Comments received:	
Date comments received:	

<b>7. SUPPORT OF OTHER CONTRIBUTING DEPARTMENTS OR PARTNERS AND STAKEHOLDERS</b> Please copy and extend the table to add more contributors as necessary	
Department, Partner, Service:	
Name of person(s) consulted:	
Position(s) of person(s) consulted:	
Details of supporting evidence: <i>(e.g. email or committee minute. Please attach copies where available)</i>	
Comments for note:	

<b>8. CONFIRMATION OF OUTCOME – DEPARTMENTAL APPROVAL</b>	
The Head of Department does not support the proposal as presented	<input type="checkbox"/>
The Head of Department supports the proposal as presented	<input type="checkbox"/>
Support for the proposal was subject to the following conditions: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
The Head of Department confirms that that all actions have been satisfactorily addressed and recommends the proposal for Faculty approval.	<input type="checkbox"/>
<b>Signature:</b>	<b>Date:</b>
<b>Role:</b> Head of Department	

<b>9. CONFIRMATION OF OUTCOME – FACULTY APPROVAL</b>	
The Faculty does not support the proposal as presented	<input type="checkbox"/>
The Faculty supports the proposal as presented as meeting the legal commitments of the University and securing the student learning experience.	<input type="checkbox"/>
Support for the proposal was subject to the following conditions: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	

The Faculty confirms that that all actions have been satisfactorily addressed and recommends the proposal to the University Academic Dean for institutional approval.			<input type="checkbox"/>
<b>Signature:</b>		<b>Date:</b>	
<b>Role:</b>	Faculty Executive Dean		

**10. CONFIRMATION OF OUTCOME – INSTITUTIONAL APPROVAL**

The University Academic Dean does not support the proposal as presented			<input type="checkbox"/>
The University Academic Dean approves the proposal, noting that due process has been followed by the Faculty and that the proposal is fully in line with the University and sector requirements to secure the quality and standards of provision delivered in the University’s name.			<input type="checkbox"/>
Approval of the proposal was subject to the following conditions:			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>			
The University Academic Dean confirms that all conditions have been met and approves the proposal for discontinuation commencing from academic year 20XX/XX			<input type="checkbox"/>
<b>Signature:</b>		<b>Date:</b>	
<b>Role:</b>	University Academic Dean		