

CD08b
DISCONTINUATION OF EXISTING PROGRAMME FORM
BULK VERSION – One form required per academic department
Course Approvals Process

Department:
Faculty:
Start Date:

TYPE OF PROPOSAL:
Programme Laydown:

Course Approval Process
2020/21
Last updated August 2024

1. PROGRAMME DETAILS AND RATIONALE				
Administering Department:				
Faculty:				
Programme Award and Title: (e.g. BA Hons Scriptwriting)	Variant: Choose from: Standard variant; Placement Year; Study Abroad; Global; Internship; Other (please specify)	Mode of attendance: Choose from: Full time; Part time; Work based learning	Mode of delivery: Choose from: On-campus, Distance learning, Blended	Location of delivery: Choose from: Bailrigg, Sunway; LU Ghana; LU Leipzig, BJTU, UA92, RTP or other partner location (please specify)
(insert additional rows as necessary)				
Rationale for discontinuation: If there are different reasons for the lay-down of different programmes, please indicate each				
Commencement of discontinuation: (e.g. For a final intake in academic year 2025/26 the date of discontinuation would be October 2026)	MM/YYYY			

2. IMPACT AND BENEFITS ASSESSMENT			
2.1. Impact on Administering Department		2.2. Impact on other Departments and Services	
What is the likely impact of the proposed discontinuation on department plans and departmental resources? e.g. Consider strategic growth plans, research plans, academic staffing, professional services staffing, teaching space, timetabling, specialist equipment/licenses, etc		Are there any other academic departments which contribute to the programmes? Please give details e.g. Could be a joint hon's degree, could include modules adopted from another department, or could include specific teaching responsibilities	
What is the likely impact on the diversity of the department's student body?		Have these departments been consulted on the proposal and what is the likely impact of discontinuation? Nb. Consultation is essential (where relevant)	

<p>On average, how many students do these programmes recruit annually?</p> <p>Nb. If not available locally, this information can be requested directly from the data-analytics@lancaster.ac.uk team</p>		<p>Have Marketing and Communications and Recruitment, Admissions and International Development (RAID) colleagues been consulted on the proposal? Please give details</p> <p>Nb. Consultation is essential (where relevant)</p>	
<p>What will be the likely impact of losing these programmes as a 'feeder route' to higher awards in the department?</p>		<p>If the proposal is likely to impact on student residences, have the Student Accommodation Office been consulted? Please give details</p> <p>Nb. Consultation is essential (where relevant)</p>	
<p>2.3. Impact on Current Students</p>		<p>2.4. Impact on Applicants</p>	
<p>How will current full time and part time students be impacted by the proposal?</p> <p>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?</p>		<p>Have there been any offers of places on the programmes to prospective students (including places which are currently deferred for a future year)?</p>	
<p>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?</p>		<p>Have any applicants accepted a place on the programmes? If so, how many are there for each programme?</p>	
<p>What consultation has taken place with current students (when and how)? Are these students content with the planned teach-out or suspension arrangements?</p> <p>Nb. Consultation is essential (where relevant)</p>		<p>How will this discontinuation be communicated to them? Who will do this and by when?</p>	
<p>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?</p>		<p>For any applicants who have accepted a place on the programmes, what alternative offers will be available to them instead?</p>	

3. TEACH OUT ARRANGEMENTS

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

Programme Award and Title: e.g. BA Hons Scriptwriting	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 numbers	Part time numbers
(insert additional rows as necessary)				

4. COLLABORATIVE ARRANGEMENTS

Provide details of all collaborative partners involved in the programmes: 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 any of the affected programmes are 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(s) remain accredited during the teach out period?		Will current students still be able to gain accreditation on graduation?	

6. EXTERNAL EXAMINER COMMENTS

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 each programme)

	External Examiner 1	External Examiner 2	External Examiner 3	External Examiner 4
Name of External Examiner:				
Programme(s) or discipline(s)				
Comments received:				
Date comments received:				

7. SUPPORT OF OTHER CONTRIBUTING DEPARTMENTS OR PARTNERS AND STAKEHOLDERS:

	Stakeholder 1	Stakeholder 2	Stakeholder 3	Stakeholder 4
Department, Partner, Service:				
Name of person(s) consulted:				
Position(s) of person(s) consulted:				
Details of supporting evidence: e.g. Email or committee minute. Please attach copies where available				
Comments for note:				

8. CONFIRMATION OF OUTCOME – DEPARTMENTAL APPROVAL			
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"> • • • 			
The Head of Department confirms that that all actions have been satisfactorily addressed and recommends the proposal for Faculty approval.			<input type="checkbox"/>
Signature:		Date:	
Role:	Head of Department		

9. CONFIRMATION OF OUTCOME – FACULTY APPROVAL			
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"> • • • 			
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"/>
Signature:		Date:	
Role:	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:			

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The University Academic Dean confirms that all conditions have been met and approves the proposal for discontinuation commencing from academic year 20XX/XX

Signature:

Date:

Role:

University Academic Dean