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| **REQUEST TO** **SUSPEND A TAUGHT PROGRAMME** | Description: Bangor black |
| Any request to suspend recruitment to a programme requires the approval of the Pro-Vice Chancellor (Education).This form must be completed and uploaded as a Word document to the appropriate instances of the programme in Worktribe. For full procedural information, please see: [*https://www.bangor.ac.uk/quality/course/valid.php.en*](https://www.bangor.ac.uk/quality/course/valid.php.en)A suspension request may not be approved without sufficient reason if the programme has been published in a current prospectus.Approval from both Heads of Schools will be required if the programme involves two or more schools (e.g. a joint or combined honours undergraduate degree).*Note 1: Please consider the impact on ‘with foundation year’ and BUIC versions of the programme**Note 2: Suspended programmes not included in the School’s revalidation cycle will need to be Withdrawn on the system.* |
| **PART ONE – Approval in Principle** |
| 1. Title of Programmes

Please include ‘with Foundation Year’ and BUIC versions of the programme |  |
| 1. Level of award:
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| 1. Programme Code:
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| 1. UCAS Code *(if appropriate):*
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| 1. List the academic years for which the programme will be suspended
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| 1. Rationale:
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| 1. Admissions

Are there any holding offers, or any applications been received for which decisions have not yet been made?  |

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| *List current applicant numbers at different stages of the admissions process* |
| *UF* |  |
| *CF* |  |
| *UI* |  |
| *CI* |  |
| *Awaiting decision*  |  |

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| 1. Modules
 | Please note that any modules that will not be offered during the programme suspension must also be suspended in Worktribe. |
| 1. Prospectus/Marketing material:
 | *(Please indicate in which prospectus/marketing material the programme has been included)* |
| **The School is responsible for dealing with all applicants within the system referenced in 7. above, as detailed in the procedure:**[*https://www.bangor.ac.uk/quality/course/valid.php.en*](https://www.bangor.ac.uk/quality/course/valid.php.en) |
| 1. Name of College / School staff member responsible for dealing with live applicants:
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| 1. Have other Schools/Colleges been consulted?
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| **PART TWO – Approval by PVC (Education)** |
| 1. Confirmation by Marketing, Communications and Recruitment that all live applicants have been dealt with.
 | Signed: Date: |
| 1. Approval of suspension by PVC (Education)
 | Signed:Date:  |