**Course Recruitment Suspension Form**

**Proposal to suspend recruitment indefinitely**

This form should be completed and submitted to the Quality team ([quality@uos.ac.uk](mailto:quality@uos.ac.uk)) for a form number to be allocated at least 10 working days before the committee at which the form is being considered.

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| **1. Full course name and award** |
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| **2. School / Partner College** |  |

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| **3. Course Leader** |  |

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| **4. Existing validation period** | From year |  | To year |  |

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| --- | --- | --- |
| **5. Academic year from which recruitment will be suspended** | Year |  |

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| **6. Mode of attendance to be suspended** | Full-time |  | Part-time |  | Distance |  | Online |  |
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|  | Apprenticeship (f/t) |  | Apprenticeship (p/t) |  | Accelerated |  |  | |

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| **7. Rationale for suspension** |
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| **8. Application numbers** | Unconditional Firm |  | Conditional Firm |  |

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| **9. Action required for applicants** *(please include details of suitable courses within the institution or at another provider that applicants can be advised to transfer to)* |
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| **10. Current student numbers** *(please provide current student numbers, including both headcount and FTEs for part-time students)* | | | | | | | | | | |
| **Full-time** | Level 3 |  | Level 4 |  | Level 5 |  | Level 6 |  | Level 7 |  |
|  | | | | | | | | | | |
| **Part-time**  *(headcount)* | Level 3 |  | Level 4 |  | Level 5 |  | Level 6 |  | Level 7 |  |
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| **Part time** *(FTE)* | Level 3 |  | Level 4 |  | Level 5 |  | Level 6 |  | Level 7 |  |

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| **11. Implications for current students** *(please provide details of the impact of suspension on current students, giving particular consideration to part-time students, students on feeder courses, modules used on other courses and collaborative partners)* |
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| **12. Implications in terms of staffing** *(please provide details about any changes to the course team as a result of the suspension and the potential impact of this on the student experience for remaining cohorts)* |
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| **Supported by the Dean of School / Head of Higher Education** *(or equivalent)* | | | |
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| Signed: |  | Date: |  |

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| **Approved by Portfolio Oversight Committee** | | | |
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| Signed: |  | Date: |  |