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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of the programme*  *Note 2: Suspended programmes not included in the School’s revalidation cycle will need to be Withdrawn on the system.* | | |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: |  | |
| 1. Programme Code: |  | |
| 1. UCAS Code *(if appropriate):* |
| 1. List the academic years for which the programme will be suspended |  | |
| 1. Rationale: |  | |
| 1. Admissions   Are there any holding offers, or any applications been received for which decisions have not yet been made? | |  |  | | --- | --- | | *List current applicant numbers at different stages of the admissions process* | | | *UF* |  | | *CF* |  | | *UI* |  | | *CI* |  | | *Awaiting decision* |  | | |
| 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: |  | |
| 1. Have other Schools/Colleges been consulted? |  | |
| **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: | |