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|  | | Suspension and Withdrawal of Academic Provision:  Request Form | | | | | |
| Before completing this form, please refer to 1.10 Suspension and Withdrawal of Academic Provision Procedures. Email completed form to Te Korowai Kahurangi (tkk@unitec.ac.nz) | | | | | | | |
| ACADEMIC PROVISION TYPE: | *Programme* | | | | | | |
| TITLE: |  | | | PEOPLESOFT CODE: | |  | |
| TYPE OF CESSATION: | *Suspension of Enrolments* | | | | | | |
| FINAL SEMESTER / YEAR FOR NEW ENROLMENTS: |  | | FINAL SEMESTER / YEAR FOR EXISTING STUDENTS TO COMPLETE: | | | | *\*\*for GDHE= 6 years from date of last enrolment.* |
| RATIONALE FOR DISCONTINUATION | *Provide a detailed rationale for the proposed cessation / discontinuation.* | | | | | | |
| NUMBER OF STUDENTS CONTINUING AFTER NEW ENROLMENT CEASES: | *Semester / Year 1*  *Semester / Year 2*  *Semester / Year 3* | | | | *(add detail as relevant)* | | |
| IMPLICATIONS / TRANSITION ARRANGEMENTS FOR EXISTING STUDENTS | *If there are students currently enrolled in the academic provision being discontinued, outline the transition plan / arrangements to allow existing students to complete. Include information for:*   1. *Continuing existing students, those who are still enrolled* 2. *Students who have discontinued study and are likely to return at a later date for completion*   *Current students must be consulted, made aware of and be provided a clear plan to be able to complete their study. All affected students must be provided with an opportunity to raise and discuss their concerns with the academic leader. Arrangements may include provision to teach out the cohort (i.e. no change to the course from the students’ perspective), transfers onto similar courses, etc. Where students have been sent letters/emails outlining the situation and/or options the date of this communication and a copy of it must be provided.* | | | | | | |
| IMPLICATIONS FOR SHARED COMPONENTS, CO-PROVISION AND COLLABORATIVE ARRANGEMENTS: | *In the case of co-provision arrangements, or where courses of a programme being withdrawn are delivered in other programmes, confirm continuing courses have been re-assigned to another continuing programme. Provide all relevant details as an appendix with this application.* | | | | | | |
| *In the case of any affected collaborative arrangements or sub-contracting arrangements, confirm that all requirements of any agreement with external partners have been met. Indicate whether the partner will remain involved during the phasing out, or set out ways in which outcomes will be maintained without the partner’s involvement. Confirm whether students will leave with the intended qualification, including professional accreditation, where appropriate.*  *Provide all relevant details as an appendix with this application.* | | | | | | |
| ENGAGEMENT WITH AFFECTED STAFF, STUDENTS AND RELEVANT UNION REPRESENTATIVES: | *Have all relevant staff members been notified in writing of the impending withdrawal action?*  *Has notice of proposed withdrawal been sent to relevant union(s)?*  *Does the consultation process (including time-frames) comply with the specific requirements of the appropriate collective agreement(s) and the Staff Surplus Policy and Procedure (HR 18)?*  *Have all students (those currently enrolled or those who have partially completed) been notified in writing of the impending withdrawal action, and been consulted on their options for completion?* | | | | | | |
| ENGAGEMENT WITH OTHER RELEVANT UNITEC AREAS | *Have the Chief Financial Officer, relevant Human Resources and Finance staff been advised?*  *Have the Network Dean and/or HoPP worked through any personnel issues and budget implications with the relevant HR and Finance staff?*  *Have Facilities Management and Timetabling have been advised of reduced accommodation needs?*  *Has the proposed withdrawal been discussed with Marketing, International, Admission and Enrolments teams, and any relevant pending applications or offers made to students been considered / addressed?* | | | | | | |
| DATE OF REVIEW: | *Provide a date by which the decision for Suspension of Enrolments or Temporary Withdrawals will be reviewed. Not applicable for Permanent Withdrawals.* | | | | | | |
| CONTACT PERSON FOR THIS APPLICATION: |  | | | | | | |
| PAQC ENDORSEMENT DATE: |  | | LEADERSHIP TEAM APPROVAL DATE: | | | |  |
| HEAD OF PRACTICE PATHWAY: |  | | NETWORK DEAN: | | | |  |

*TKK Reference – To be completed after Academic Board Approval*

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| IMPACT ANALYSIS | | *TKK to undertake a full impact analysis of the request. This will include any flow on effects for current students and associated courses and programmes.* |
| ACADEMIC BOARD APPROVAL DATE | |  |
| NOTIFICATION OF FINAL APPROVAL TO STUDENTS AND RELEVANT PROGRAMME STAFF | | *To be completed by Academic Leader / Head of Practice Pathway. Add date here* |
| NOTIFICATION TO OTHER RELEVANT UNITEC AREAS | | *To be completed by TKK. Add date here* |
| NOTIFICATION TO RELEVANT EXTERNAL BODIES | | *To be completed as relevant, – provide list and date of notification for each here* |
| RECORDS UPDATED (RELEVANT TEAMS TO UPDATE BELOW SECTIONS): | | |
| TE KOROWAI KAHURANGI | *E-Academic Library*  *Regulations*  *Monitoring / Compliance Databases*  *Relevant parts of the SMS (PeopleSoft)* | |
| MARKETING AND INTERNATIONAL | *Website, promotional materials, and other relevant activities* | |
| ADMISSIONS AND ENROLMENTS | *Records, activities, and relevant areas of the SMS updated* | |
| ACADEMIC ADMINISTRATION | *SMS updated to show the change in students’ records as relevant* | |