

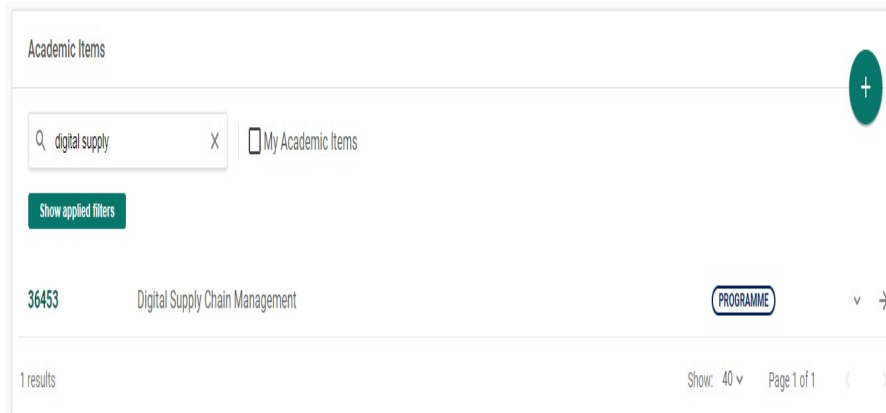
Closing or suspending a programme or suite of programmes

Closing or suspending a programme or suite of programmes KB0010020



Log into Courseloop and search for the programme you wish to close in the Academic Item search (either by code or name)



Academic Items

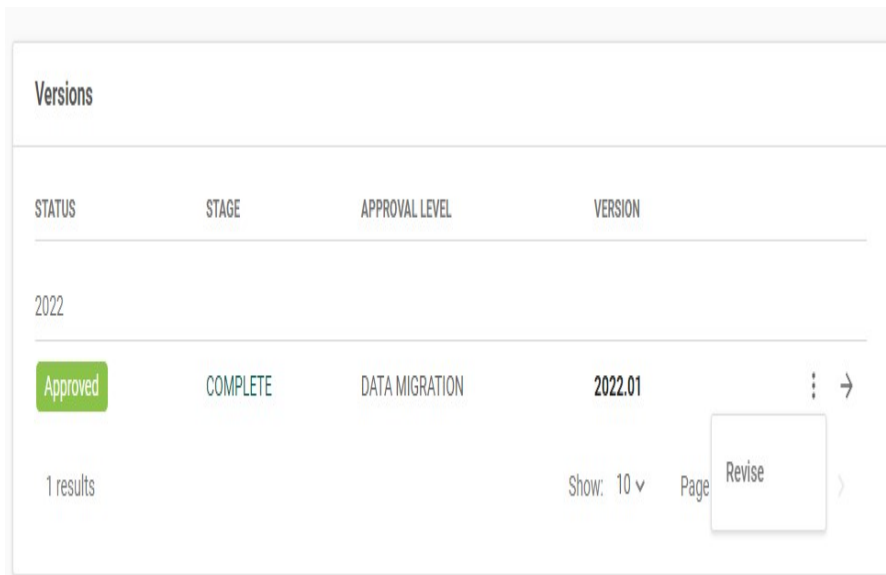
digital supply X My Academic Items

Show applied filters

36453 Digital Supply Chain Management PROGRAMME v →

1 results Show: 40 v Page 1 of 1 < >

Click on the right arrow to bring up the latest approved version - click on the three dots and select **Revise**



Versions

STATUS	STAGE	APPROVAL LEVEL	VERSION
2022			
Approved	COMPLETE	DATA MIGRATION	2022.01

1 results Show: 10 v Page Revise >


Select **Close Programme** and the implementation year - that should either the current academic year if no students were recruited or the following academic year if students were recruited in the current academic year. The option **Suspend Programme** is available if recruitment is to be suspended for a single academic year. Suspension for further years will not be permitted.

If the intention is to close more than one programme, then the additional programmes should be added to the same proposal:


Press the + sign to add further programmes to the proposal bundle and select **Revise Academic Item**:

Most Viewed


Outline Summary completion

 10 Views


About Planning Proposals

 8 Views

Closing or suspending a programme or suite of programmes


 6 Views

Adding a new module to an existing programme

 3 Views

Also in Using Courseloop

Adding a new module to an existing programme

 3 Views

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION
36453	Digital Supply Chain Management	PROGRAMME	Discontinue		2022.02

New Academic Item

Revise Academic Item

Add the programme code/details to the search box, click on the three dots and click **Revise**:

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION
36453	Digital Supply Chain Management	PROGRAMME	Discontinue		2022.02

Q 35980 My Academic Items

Hide applied filters

Academic Item Type: All | Master Status: All | Faculty: All | School: All | Type: None | Version Status: None | All Clear

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION
35980	Logistics and Supply Chain Management	PROGRAMME			2022.01
2022					
	Approved	COMPLETE	DATA MIGRATION		

1 results Show: 20 Page **Revise**

On the next screen select **Close Programme** and the Implementation year.

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION
36453	Digital Supply Chain Management	PROGRAMME	Discontinue		2022.02
35980	Logistics and Supply Chain Management	PROGRAMME	Discontinue		2022.02

Q 359 My Academic Items

If you need to add further programmes to the closure proposal, add them to the search box and add in the same way.

Now click on the right arrow to access the first programme specification and click **MARK AS COMPLETE** (top right of screen (1)), and click on the breadcrumb (2) to return to the Proposal

Dashboard > Proposal:32719 Digital Supply Chain Management > 36453 Digital Supply Chain Management

Export to PDF Print Delete

36453 Digital Supply Chain Management

2022.02 PROGRAMME Discontinue

MARKED AS COMPLETE

Once all marked as complete, the screen will look like this:

Managed Documents Manage

Outline Summary →

Academic Items +

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
36453	Digital Supply Chain Management	PROGRAMME	Discontinue		2022.02	: →
35980	Logistics and Supply Chain Management	PROGRAMME	Discontinue		2022.02	: →

You now need to complete the **Outline Summary** appropriately giving a clear rationale for the closure/suspension request. If there are current students or applicants for the programme, then a clear plan for teaching out and/or making alternative offers need to be provided in the sections, effects on students and student consultation.

If the Outline Summary is not completed properly, then there is a high probability that the proposal will not be accepted by APFP.

Once the Outline Summary is complete, click on the breadcrumb to move up to the proposal level, **MARK AS COMPLETE**, and then **SUBMIT TO SCHOOL**.

Now Move down to **Proposal Tasks** on the left hand menu, click **+** and select **Endorsement**

Proposal Tasks +

Search Assigned to me Created by me

Show applied filters

No tasks found

- Standard
- Endorsement**
- Approval

Create an endorsement task for your School Director so their endorsement of this request will be recorded in Courseloop.

Create Endorsement



Title *

Please endorse this proposal

Priority *

High



Assigned to *

Q Christian Matthews

Description *

Please endorse the closure of these programmes at the request of the partner.
Existing students will be taught out.

Due Date *

📅 16/11/2022

Notes

Status *

Open



Create

You have now completed your stage of the process. It would be helpful to let your AAR know that this proposal has been submitted.

