

**Suspension of Postgraduate Taught Programme\***

**in [provide academic year]**

**A decision to suspend a programme should be made as early as possible but no later than the closing date for applications.**

1. Title of the programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Course Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Course strand (where applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Full-time option Yes\_\_\_\_ No \_\_\_\_
5. Part-time option Yes\_\_\_\_ No \_\_\_\_
6. What is the rationale for the suspension of the programme?
7. Were staff employed to deliver this programme, and if so will they run an alternative programme in its place? If no alternative programme is to run, will the staffing numbers be reduced accordingly?
8. What is the Global Relations Strategy (GRS) commitment for this programme? How will the GRS targets be achieved by the School if this programme does not run?
9. What are the financial implications (including staff costs) for the School and Faculty of the programme not running?
10. If the programme involves a partnership or Memorandum of Understanding please provide details.
11. Please outline the student numbers (EU and NonEU) on the programme for the last three years.
12. Please outline the efforts made to recruit students onto the programme.
13. What strategy has been developed in order to ensure that this programme runs successfully in subsequent years?  **Where applications to the programme have been received, please answer the following questions**
14. How many applications have been received to date for this programme? \_\_\_\_\_\_
15. At what stage are these applications? Please provide numbers for each of the following:
	1. Applications under review with the School 1 \_\_\_\_\_\_
	2. Applications awaiting consideration by Academic Registry 1 \_\_\_\_\_\_
	3. Conditional offers have been made but not accepted 1 \_\_\_\_\_\_
	4. Conditional offers have been made and accepted 2 \_\_\_\_\_\_
	5. Firm offers have been made but not accepted 1 \_\_\_\_\_\_
	6. Firm offers have been made and accepted 2 \_\_\_\_\_\_
	7. Deferred applications from previous years 2 \_\_\_\_\_\_
16. Can the current applicants be offered places on other Taught programmes within the School / Faculty?
Yes\_\_\_\_ No \_\_\_\_

If yes, please provide details:

**The next steps:**

The Head of School must sign this form. The Faculty Dean must approve the suspension of the programme by signing the form. The following steps should then be followed promptly:

1. The Director of Teaching and Learning (Postgraduate) must notify all applicants to the programme (NB applicants should not be informed prior to the Faculty Dean’s approval)
2. In the case of non-EU applicants, the School should notify Global Relations at TCDGlobal@tcd.ie
3. A copy of the completed and signed form should be emailed to Dean.Gradsecretary@tcd.ie for consideration by the Graduate Studies Committee and approval by Council.
4. The School must notify Academic Registry of the planned suspension via Academic.Registry@tcd.ie

***Please note that any re-organisation of programmes will not qualify for the new activities incentive.***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Head of School

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Faculty Dean

1 The application fee must be refunded.

2 The application fee and deposit must be refunded.

\*A separate form needs to be submitted for each PG course to be suspended.