



Suspension of Programmes

A decision to suspend a programme should be made as early as possible and no later than the closing date.

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:
- a. Applications under review with the School ¹ _____
 - b. Applications awaiting consideration by Academic Registry ¹ _____
 - c. Conditional offers have been made but not accepted ¹ _____
 - d. Conditional offers have been made and accepted ² _____
 - e. Firm offers have been made but not accepted ¹ _____
 - f. Firm offers have been made and accepted ² _____
 - g. Deferred applications from previous years ² _____
16. Can the current applicants be offered places on other Postgraduate 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:

- a) The School must notify Academic Registry of the suspension via Academic.Registry@tcd.ie
- b) 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)
- c) In the case of non-EU applicants, the School should notify Global Relations at TCDGlobal@tcd.ie
- d) A copy of the completed and signed form should be emailed to Dean.Gradsecretary@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.