**Termination of Collaborative Arrangement**

**Approval Form**

This form should be completed according to the process set out in QA20 (section 14 and annex H) and submitted to the Academic Programmes Committee (APC).

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| --- | --- |
| Name of Partner to be terminated: |  |
| Programmes delivered by partner to be terminated (if applicable):  *Please include full programme title(s) and code(s)* |  |
| Department/School: |  |

|  |  |
| --- | --- |
| **STRATEGIC APPROVAL** | |
| Rationale for termination of collaborative arrangement |  |
| Date from which termination to take effect |  |
| Units to be terminated:  *Please attach a separate list of units which need to be terminated as an appendix to this form. Please do not list any shared units which are still being delivered for other programmes* |  |
| Numbers of current students accepted on to the programme(s), and date when last of them is expected to complete (if applicable) |  |
| Proposed arrangements for the termination of the legal partner agreement |  |

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| --- | --- |
| **FINAL APPROVAL** | |
| Proposed arrangements to protect current students remaining on the programme during the phasing out stage (if applicable)  *The Dean of Faculty/School is responsible to APC for this information and should be consulted.* |  |

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| Feedback from the relevant external examiner(s) on the proposed termination (if appropriate): |
|  |
| Feedback from current students on arrangements for running out the programme (if appropriate):  *Existing students* ***must*** *be consulted, normally via the SSLC, on arrangements for running out the programme.* |
|  |
| Feedback from relevant collaborative partners and Link Academic Advisers |
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| ***For Licensed and Validated Provision Only:***  Supporting Statement from HE Co-ordinator/Principal |
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Submission of this form assumes that the Head of the relevant Home Department/School and the Dean have been consulted.

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**For office information:**

Committee history regarding proposal:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Committee name | Date | Outcome |
| 1 | SSLC (if appropriate) |  |  |
| 2 | APC |  |  |
| 3 | APC (if Final Approval has been completed separately) |  |  |

Following completion of the approval process, the Secretary to the Academic Programmes Committee shall notify the designated person in the Faculty/School within 5 working days of the approval being given, and the designated person shall communicate decision to the affected partner including the formal notice of termination and negotiating arrangements for support of remaining students to completion. The designated person should also forward that documentation to the Administrative Assistant (Programmes), Student Records and Examinations Office within 10 working days of the approval.