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| **PROGRAMME SUSPENSION/WITHDRAWAL: STUDENT EXPERIENCE MANAGEMENT PLAN** |
| A Student Experience Management Plan should be completed for the Suspension or Withdrawal of any programmes with students enrolled on them or where students have been accepted onto the programme. It is expected that the Board of Studies and College/School Learning and Teaching Committee will monitor the implementation of Action Plans throughout the year.  Please provide an outline in the action plan below of how you intend to manage and communicate the Suspension/Withdrawal to any current or prospective students. Please bear in mind the longest potential duration of candidature, including supplementary assessments and dissertation submissions (especially for PGT programmes). The Board of Studies and College/School Learning and Teaching Committee should monitor the implementation of this Action Plan and be prepared to report to the Programme Management Board where requested.  If you have any questions or would like further information, guidance and support, please visit [Academic Quality Services](http://qualityservices.swansea.ac.uk/?page_id=356) or contact [academicprogrammes@swansea.ac.uk](mailto:academicprogrammes@swansea.ac.uk).   |  |  | | --- | --- | | **Author of this document:**  (please include your name with prefix and suffix and your role title) |  |  |  |  | | --- | --- | | **Programme Title:** |  | | **Programme Route Code:** |  | | **Programme Director:** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **AREAS FOR CONSIDERATION** | | **ACTIONS REQUIRED** | **RESPONSIBILITY** | **TARGET DATE** | **PROGRESS (Completed Yes /No / Partially)** | |  | **Student Experience & Support**  Arrangements are in place for delivering the programme to the remaining students, including safeguarding the routes through the programme identified in the College or Programme Handbook, as appropriate. Mechanisms in place for continuing to support students through the remainder of the programme (e.g. Academic Mentors). |  |  |  |  | |  | **Communication to Students**  Arrangements in place, which have approved applications to the programme (formal letter – who will write the letter, who will sign the letter and when the letter will be written). |  |  |  |  | |  | **Programme Management & Student engagement**  Arrangements for working with and informing students about the suspension/withdrawal and future management of the programme. |  |  |  |  | |  | **Academic Standards**  The means by which the College will ensure the maintenance of academic standards in assessment and examination for what may be a small group of students. |  |  |  |  | |  | **Student Records**  Arrangements for the maintenance of student records and files for ensuring the continuing availability of references for students. |  |  |  |  | |  | **External Examiners**  Review External Examiners’ contracts related to the programme(s) to ensure that they do not end before the end of the programme. It may be necessary to review and extend a contract, or appoint new externals to see the closure out. |  |  |  |  | |  | **Examining Boards**  Agreements should be reached regarding the final assessment board process including a plan to deal with students that receive deferral. |  |  |  |  | |  | **Deferral and re-sit students**  Decisions must be made in relation to deferral and re-sit students. These students should not be disadvantaged in any way due to the closure and provision must be made for them. |  |  |  |  | |  | **Programme(s) Approval and Review**  Confirm that the programme remains approved for the duration of the closure period. The programme may be subject to Quality Review if required during the withdrawal period. Record any such submission on this form. |  |  |  |  | |  | **Professional, Statutory and Regulatory Bodies**  If any professional bodies are associated with the award, they should be advised of the suspension/closure and their advice considered. |  |  |  |  | |  | **Research Students**  If research students are affected, relevant matters such as supervisors, resources, training provision will also have to be taken into account. |  |  |  |  |   **Please Submit this form with your Suspension/Withdrawal Request on the Programme Approval and Management (PAM) System.** |