# UNIVERSITY OF ULSTER

### **COURSE SUSPENSION**

### (Please attach supporting documentation as appropriate) **Form CA5b**

**1 COURSE TITLE:**

**COURSE CODE:**

**2 LOCATION:**

**3 MODE OF ATTENDANCE:**

(full-time, part-time, both)

**4 SPONSORING FACULTY:**

Sponsoring School*:*

1. **COURSE/SUBJECT DIRECTOR:**

**6 REASON FOR SUSPENSION:**

**7 LIST ANY COURSE-SPECIFIC MODULES TO BE SUSPENDED:**

1. **PROPOSED DATE OF SUSPENSION: INTAKE: ACADEMIC YEAR 20 /**

**9 PROPOSED NEXT INTAKE: YEAR 20 / (**This should be no more than 12 months from above)

**10 NOTIFICATION TO APPLICANTS AND CURRENT STUDENTS**

**HAVE APPLICANTS AND CURRENT STUDENTS BEEN ADVISED OF THE SUSPENSION OF THE COURSE?**

 **YES/NO/NOT APPLICABLE**

**WHAT ARRANGEMENTS HAVE BEEN MADE FOR APPLICANTS AND CURRENT STUDENTS?** (Principles to be followed in the event of course suspension are set out in Section M of the Partnership Handbook.)

**Signed : ………………………………….…… Date: ……………………….**

 **Course Director**

**Signed: …………………………………………. ………………………. Date: ……………………….**

 **College approval Designation**

The complete form should be sent to the University Faculty Partnership Manager by 30 June in the academic semester prior to suspension.

The college admissions office and the external examiner should be advised of this suspension. Prospectus and other publicity material should be updated. For continuing suspension, a form CA5b is submitted annually for a maximum of three years.

**Signed : ………………………………………… Date: ……………………….**

 **Faculty Partnership Manager**

**Signed: …………………………………………. Date: ……………………….**

 **(Associate) Dean**

The completed form should be forwarded to the Academic Office, J410, Tower, Coleraine. Suspension will be noted by the Collaborative Courses Unit, Finance Department and Academic Planning Advisory Group.

Academic Office

July 2018