Appendix A.

**OTAGO POLYTECHNIC**

**CANCELLATION, POSTPONEMENT OR CLOSURE OF A PROGRAMME OF STUDY**

|  |
| --- |
|   Tick which applies  |
|  |  **Cancellation**  |  |  **Postponement**  |  |  **Closure**  |
|  |  Programme of Study  |  |  Micro-credential  |  | Other |
|  **Title**  |      |
|  **Code**  |    |
|  **Occurrence Number**  |    |
|  **Occurrence Start Date**  |    |
|  **Occurrence End Date**  |    |
|  **Reason for Cancellation / Postponement / Closure** *(delete one)*  |
|                            |
|  **Attached Evaluation and Report Evidence Documentation or hyperlink:**         |
|  **Date Endorsed by**  **Te Kāhui Manukura (TKM)**  |        |
|  **Approved by Executive Director**  | Name Date Signature    |
|  **Head of College (HoC)**  | School   HoC Name Date Signature    |
|   |   |   |

**Head of College – Notification Checklists**

|  |  |
| --- | --- |
|  **Checklist**  | **Notify**  |
|   |  Ākonga enrolled or in the process of enrolling  |
|  |  College Operation Leads  |
|   |  Student Administrators  |
|  |  School Administrators  |
|  |  Internal Stakeholders – refer to checklist below  |
|  |  Relevant School Kaimahi   |
|  |  PEAC  |
|  |  External Stakeholders (if applicable)  |
|    |  Update Status of Programme Spreadsheet  |
|  |  Other (if applicable)  |

**Head of College Internal Stakeholders Checklist:** Email PDF copies of this form to:

|  |  |  |
| --- | --- | --- |
|  **Check**  |  **Area**  |  **Email**  |
|  |  Academic Committee  | AcademicBoard@op.ac.nz   |
|  |  Academic Excellence  | AcademicExcellence@op.ac.nz   |
|   |  Academic Registry  | AcademicRegistry@op.ac.nz   |
|  |  Campus Services   | CED@op.ac.nz   |
|  |  Contact Centre  | ContactCentre@op.ac.nz   |
|  |  Customer Services   | customerservices@op.ac.nz   |
|   |  Finance  | Finance@op.ac.nz   |
|  |  Kaunihera Whakahaere  | KauniheraWhakahaere@op.ac.nz   |
|  |  Marketing, Engagement and Communication   | marketing@op.ac.nz   |
|  |  OPSA  | opsaprez@op.ac.nz   |
|  |  People and Culture  | peopleandculture@op.ac.nz  |
|  |  Te Ama Ako  | LTDAdmin@op.ac.nz  |
|  |  Te Pa Tauira  | accommodation@op.ac.nz   |
|  |  Other  |    |