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](mailto:AcademicBoard@op.ac.nz) |
|  | Academic Excellence | [AcademicExcellence@op.ac.nz](mailto:AcademicExcellence@op.ac.nz) |
|  | Academic Registry | [AcademicRegistry@op.ac.nz](mailto:AcademicRegistry@op.ac.nz) |
|  | Campus Services | [CED@op.ac.nz](mailto:CED@op.ac.nz) |
|  | Contact Centre | [ContactCentre@op.ac.nz](mailto:ContactCentre@op.ac.nz) |
|  | Customer Services | [customerservices@op.ac.nz](mailto:customerservices@op.ac.nz) |
|  | Finance | [Finance@op.ac.nz](mailto:Finance@op.ac.nz) |
|  | Kaunihera Whakahaere | [KauniheraWhakahaere@op.ac.nz](mailto:KauniheraWhakahaere@op.ac.nz) |
|  | Marketing, Engagement and Communication | [marketing@op.ac.nz](mailto:marketing@op.ac.nz) |
|  | OPSA | [opsaprez@op.ac.nz](mailto:opsaprez@op.ac.nz) |
|  | People and Culture | [peopleandculture@op.ac.nz](mailto:peopleandculture@op.ac.nz) |
|  | Te Ama Ako | [LTDAdmin@op.ac.nz](mailto:LTDAdmin@op.ac.nz) |
|  | Te Pa Tauira | [accommodation@op.ac.nz](mailto:accommodation@op.ac.nz) |
|  | Other |  |