

PROGRAMME WITHDRAWAL

Guidance notes on completing Form D

The Programme Withdrawal Form (Form D) is for the approval of a permanent or temporary withdrawal of a programme and to request the reinstatement of a programme that has been temporarily withdrawn.

(Additional support should be sought from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer (HBS).

SECTION 1: PROPOSAL

Include here the name, telephone number and email address of the Proposer. This person will be the main contact throughout the approval process, and will be expected to co-ordinate the required activities within the School.

If the request is for a temporary withdrawal of a programme, include the requested date for the reintroduction of the programme. Before a programme can be reintroduced, Section * must be completed and submitted to UPB for approval. Please contact the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer (HBS) for guidance.

Proposal

1. List the award title and name of proposed programme(s) to be withdrawn.
2. Name of Sponsoring School and Board of Studies. Include here the School and Department owning the programme proposed and the Board of Studies it will come under.
3. List the other Schools which will contribute to the programme. Examples of contribution from other Schools include:
 - compulsory or optional modules;
 - joint programmes
4. List the **names and codes** of any **current** programmes which are in receipt of modules to be withdrawn,
5. Name of Partner Institution (if applicable)
Contact CQSD (Partnerships) for the contact at the partner institution and their contact details
6. Specify the proposed date of implementation i.e. the last intake for the programme(s)
7. Please include details of accreditation requirements and information on the Accrediting Body (if applicable).

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8. Please include the rationale for the proposed withdrawal, including the reason why the proposal is for a permanent or temporary withdrawal.

SECTION 2: DETAILED ENROLMENT AND ADMISSIONS INFORMATION

9. List the number of students that are currently registered on the programme by Part and mode of study. Please also include numbers of students currently suspended.
10. Include the expected end date of the last cohort of students, assuming normal progression. Please also include end dates for those students who are currently suspended.
11. Enter the date the programme was first introduced and the current application information, including offers and acceptances, for the incoming cohort and any deferred entry offers.

Historical enrolment information

By year of intake, please include the number of students enrolled on the programme for all modes of study over the last 5 years. Additional information may be requested by the TLD.

For assistance in completing this section, please contact Admissions and the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer (HBS).

SECTION 3: PROPOSED ARRANGEMENTS FOR CURRENT STUDENTS AND APPLICANTS

Documents/Reports to be submitted by the proposer

12. Detail the arrangements that will be made for existing students, including:
 - academic and administrative support arrangements, including supervision of dissertations;
 - any aspects of the programme which will become unavailable to students during the phased withdrawal period and any alternative arrangements which will be put in place;
 - any variation to the University's quality management procedures.
13. Arrangements for the current offer holders will include:
 - informing applicants that the programme has been withdrawn;
 - offering an alternative programme, where available.
14. Include information on other Schools affected by the withdrawal of the programme, including whether the modules to be withdrawn are compulsory or optional on the programme(s). Include documentation on the notification or consultation with the other Schools, if applicable.
15. Include information on any programmes in branch campuses affected by the withdrawal of the programme, please specify whether the modules are compulsory or optional on the programmes.). Include documentation on the notification or consultation with the branch campus, if applicable.

SECTION 4: SCHOOL-LEVEL APPROVAL

School support for the proposal shall be indicated by gaining the comments and signatures of the following:

- School Director for Teaching and Learning (on behalf of the School Board for Teaching and Learning) of the 'owning' School;
- School Director for Teaching and Learning (on behalf of the School Board for Teaching and Learning) of any contributing Schools;
- Head of School; and,
- The Teaching and Learning Dean with responsibility for the owning School

Please submit documentation to the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer (HBS) for submission to the TLD.

SECTION 5: REQUIRED SUPPLEMENTARY DOCUMENTATION

Documents/Reports to be submitted by the proposer

16. Where the withdrawal affects a partnership arrangement, provide a report from CQSD and evidence of consultation with the Partner. Contact the Senior Quality Support Officer (Partnerships) for advice on the documentation required.
17. Where the withdrawal affects an accreditation arrangement, provide a report from CQSD and evidence of consultation with Accrediting Body. Contact the Senior Quality Support Officer (Accreditation and Periodic Review) for advice on the documentation required.
18. Include response from the External Examiner with regard to the proposed withdrawal.
19. Marketing report (including a report from RIO, where applicable) required.
The template for the Marketing Report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.
The Marketing report will be completed by your School's **Marketing Business Partner**
20. Please list any additional supporting documents, indicated by the TLD/CQSD/ Dean's Office HBS.

SECTION 6: UNIVERSITY PROGRAMMES BOARD APPROVAL

The section is completed by the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS. The section specifies the documents provided to UPB and UPB's decision. The Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS are responsible for directing the School in any further actions required.

SECTION 7: POST-APPROVAL

The section is completed by the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS. The section provides a check that all relevant stake holders have been notified and includes the completion date for the approval process.

SECTION 8: REINTRODUCTION OF A WITHDRAWN PROGRAMME

The section is for a proposal to reinstate a programme that has been temporarily withdrawn. Please note that the School may be required to submit a **Form A - New Programmes** to reintroduce a programme, on the advice of the cluster TLD or UPB.

SECTION 9: POST-APPROVAL

The section is completed by the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS. The section provides a check that all relevant stake holders have been notified and includes the completion date for the approval process.