# Programme withdrawal

Form D: Programme Withdrawal

This form should be completed when seeking the temporary suspension or permanent withdrawal of a programme. Please refer to the University’s Programme Lifecycle Policy (see paragraphs 8-9 and 33-42), and complete the form in accordance with the guidance notes and in collaboration with the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS.

## Section 1: Proposal

|  |  |
| --- | --- |
| **proposer details** | |
| Name |  |
| Email |  |
| Telephone |  |

|  |  |
| --- | --- |
| Are you requesting a temporary suspension of the programme(s)? | Yes  No |
| If yes, please indicate the date proposed for the reintroduction of the programme. | Click here to enter a date. |
| NOTE:   * Suspended programmes will automatically be reintroduced at the end of the approved suspension period. If you wish to request to extend the suspension or formally withdraw the programme, a new Form D must be submitted. * Programmes can be suspended for a maximum of two years. | |
| Is the programme delivered at University of Reading Malaysia? | Yes  No |

|  |  |
| --- | --- |
| Proposal details | |
| 1. Existing programme(s) to be withdrawn, including any programme variants, e.g. Foundation/placement year/Study Abroad |  |
| 2. Programme entry points, e.g. January and September |  |
| 3. Name of owning School and Board of Studies |  |
| 4. Name(s) of other contributing School(s) |  |
| 5. Other programmes in receipt of modules to be withdrawn |  |
| 6. Name of Partner Institution, type of partnership arrangement (e.g. progression, collaborative provision, Double Masters), and name and contact details of Partner Institution liaison (if applicable) |  |
| 7. Proposed date of last intake |  |
| 8. Accreditation details, including name of Accrediting Body |  |
| 9. Please provide a brief summary and rationale for the proposal. | |
|  | |

## Section 2: Detailed Enrolment and Admissions Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Enrolment and Admissions Information | | | | | |
| 10. Number of students currently registered on the programme(s). |  | **Full-time** | | **Part-time** | **Flexible** |
| Part 1 |  | |  |  |
| Part 2 |  | |  |  |
| Part 3 |  | |  |  |
| Part 4 (if applicable) |  | |  |  |
| PGT |  | |  |  |
| Students suspended |  | |  |  |
| 11. Expected end date of last cohort of students assuming normal progression (include expected end date for suspended students) |  | | | | |
| 12. Current and historic  admissions data | Programme start date: | |  | | |
|  | | | | |
| **Current Admissions information** | | | | |
| Applications | |  | | |
| Offers | |  | | |
| Acceptances | |  | | |
| Number of students enrolled from past five cohorts, by year and mode of study.  Please include any other relevant information. | **Historical enrolment information** | | | | |

## Section 3: Proposed Arrangements for Current Students and Applicants

|  |  |  |  |
| --- | --- | --- | --- |
| Enrolment and Admissions Information | | | |
| 13. Please provide details of the arrangements which will be made for existing students (see guidance note) |  | | |
| 14. If the withdrawal affects current offer holders, include arrangements made with the Admissions Office |  | | |
| 15. List the modules and programmes in other Schools and Departments affected by the withdrawal. Specify whether modules affected are compulsory or optional within programmes  Have the Schools affected been notified? | **Module** | **Compulsory/optional** | **Programme** |
|  |  |  |
| Yes  No | | |
| 16. List the modules and programmes at branch campuses affected by the withdrawal. Specify whether modules affected are compulsory or optional within programmes |  | | |
| Have the branch campuses affected been notified? | Yes  No | | |
| (Include any additional details) |  | | |

## Section 4: School-level Approval

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Board of Studies and Student Experience – owning school | | | | | |
| Name (SDTL) |  | | School | |  |
| Date of BoSSE meeting or Chair’s approval | |  | | | |
| Comments on the proposal | |  | | | |
| Signature | |  | | | |
| Date | | Click here to enter a date. | | | |
| Board of Studies and Student Experience – Contributing school(s) | | | | | |
| Name (SDTL) |  | | School |  | |
| Date of BoSSE meeting or Chair’s approval | |  | | | |
| Comments on the proposal | |  | | | |
| Signature | |  | | | |
| Date | |  | | | |
| Head of School | | | | | |
| Name | |  | | | |
| Comments on the proposal | |  | | | |
| Signature | |  | | | |
| Date | |  | | | |
| Teaching and LEarning Dean of owning School’s Cluster | | | | | |
| Name | |  | | | |
| Comments on the proposal | |  | | | |
| Signature | |  | | | |
| Date | |  | | | |

## Section 5: Supporting Documentation Checklist

**Before submitting the proposal, please confirm with the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Senior Teaching and Learning Officer in HBS which documentation is required.**

|  |  |  |
| --- | --- | --- |
| Documents/reports to be submitted by the proposer | | |
| The Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Senior Teaching and Learning Officer in HBSwill indicate which items from the following list are required to accompany the proposal. | Required | Attached |
| 17. Admissions report |  |  |
| 18. Marketing report |  |  |
| 19. The following additional documentation may also be required (as directed by CQSD or HBS School Office): | | |