

To be used from September 2023 onwards

PROGRAMME WITHDRAWAL

Guidance notes on completing Form D

The Programme Withdrawal Form (Form D) is for the approval of a temporary suspension or 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 this guidance. Additional guidance should be sought from the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS.

Section 1: Proposal

Include here the name, email address and telephone number 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 suspension of a programme, include the proposed date for the reintroduction of the programme. Please note that suspended programmes will automatically be reintroduced at the end of the approved suspension period. If a further suspension or permanent withdrawal of the programme is required instead, a new Form D must be submitted to UPB for approval. The maximum time that a programme can be suspended is two years.

Please contact the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS for further guidance.

Proposal

1. List the award title and name of proposed programme(s) to be withdrawn. Include any variants, such as Foundation/placement year/study abroad, where applicable.
2. List all entry points for the programme.
3. List the School and Department that own the programme, and the Board of Studies and Student Experience that it comes under.
4. List the other Schools which contribute to the programme. Examples of contribution from other Schools include:
 - compulsory or optional modules;
 - joint programmes.
5. List the names and codes of any current programmes which are in receipt of modules to be withdrawn.
6. Where the programme is offered with a Partner Institution, provide the name of the Partner Institution, the type of partnership arrangement, and the name and contact details of the key

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contact in the Partner Institution. Please contact the Senior Quality Support Officer (Partnerships) in CQSD for further advice.

7. Specify the proposed date of implementation, i.e. the last intake for the programme.
8. Provide details of accreditation requirements and information on the Accrediting Body (if applicable).
9. Include in the summary:
 - an overview of the proposal;
 - the rationale behind the proposal, including the reason why the proposal is for a temporary suspension or permanent withdrawal.

Section 2: Detailed Enrolment and Admissions information

10. 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.
11. 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.
12. Enter the date the programme was first introduced and 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 the Admissions Office and the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS.

Section 3: Proposed Arrangements for Current Students and Applicants

13. 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.
14. Detail the arrangements that will be made for current offer holders, including:
 - informing applicants that the programme has been withdrawn;
 - offering an alternative programme, where available.
15. Provide information on other Schools affected by the withdrawal of the programme, including whether the modules to be withdrawn are compulsory or optional on their programme(s). Include documentation on the notification or consultation with these Schools, if applicable.
16. Provide information on any programmes in branch campuses affected by the withdrawal of the programme, including whether the modules to be withdrawn are compulsory or optional on their programme(s). 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:

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

Section 5: Required supplementary documentation

Documents/Reports to be submitted by the proposer

Templates for the reports listed in points 17-19 are available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS.

17. An Admissions report is required.

The Admissions report will be completed by the relevant Senior Admissions Manager.

18. A Marketing report is required.

The Marketing report will be completed by your School's Marketing Business Partner

19. Any additional supporting documents will be indicated by the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Senior Teaching and Learning Officer in HBS.