

Guidance for completing a Module Withdrawal in Curriculum Manager

Process

After discussion within the School / Institute, the Proposer should complete a Module Withdrawal within Curriculum Manager for the withdrawal of a module. The purpose of the Module Withdrawal is to list when the withdrawal should be implemented, explain the rationale behind the withdrawal, and confirm what steps are being taken to avoid any shortfall in academic provision where applicable. This allows Academic Quality and Standards within the Directorate of Governance and Legal Services (DGLS) to ensure that all Module Withdrawals are completed correctly and without significant impact on programmes or students. The information provided in the managed document will inform the Academic Model team of when the module should be withdrawn, as well as providing an audit trail for the withdrawal, and it therefore needs to be accurate and complete.

All sections of the “Revise” managed document, which acts as the withdrawal form, and the module academic item, which acts as the Module Specification, must be completed or updated in full based on the below guidance. Module withdrawals should be submitted into the governance workflow once complete, where they will be reviewed and approved by the School / Institute and then will move to DGLS. This will be reviewed by the Academic Quality and Standards team before approval is confirmed directly with the School / Institute and moved onto Academic Model for implementation.

- Within the Revise managed document, only the sections titled “complete this section for all proposals” and “student numbers” should be completed for module withdrawals.
- Ensure “mark as complete” is selected when the Revise managed document has been completed.
- Within the module academic item, add in the module end date, remove any offerings and select “no” for Publish in Programme and Module Directory.
- Ensure “mark as complete” is selected when the academic item has been completed.
- Once both the Revise managed document and the module academic item are completed, ensure “mark as complete” is selected on the proposal, so that it can be submitted to the School / Institute.

Information and guidance can be found on the [DGLS website](#).

Revise managed document

Module amendment type(s)

Select “Withdraw” from the options.

Select the relevant implementation year and click create.

Complete this section for all proposals

Complete:

1. The proposal contact.
2. The proposed amendment detail.
3. The proposed date of implementation for amendment.
4. Proposed date of last intake for suspension or withdrawal.
5. Rationale.

6. Anticipated practical implications for students/applicants.

Complete this section for modules only

Complete:

1. Title and (if available) code of replacement module if applicable.
2. Have you notified all relevant Programme Directors and considered the impact on their programmes?
3. List other schools/institutes whose students take the module and confirm that they have been informed.
4. What steps are being taken to avoid any shortfall in academic provision?

Module academic item

Overview

End date

Please list the end date for the module. This should be the date from which the module will officially no longer run. Usually, this will be 31st July at the end of the last academic year in which the module is or was taught. This information is sent to SITs so that the Academic Model team know when they should withdraw the module. This date can also be set ahead of the year of the version you are editing if you know the module will be withdrawn at a future date.

Offerings

Offerings

If there are any, please delete any offerings associated with the module if the module is not to be taught in the version's implementation year. If there are no offerings listed, please leave this section as it is.

Publication and Integration

Publish in Programme and Module Directory?

Please select "no", as otherwise the module will still appear publicly on the Module Directory online.

Things to consider

Modules are not automatically removed from a programme diet once they are withdrawn. A separate programme amendment will need to be submitted to update the diet where required.

Withdrawal Approval

Please ensure the Module Withdrawal is marked as complete. This will send a notification to School / Institute education teams for review and entering into the governance workflow. Any supporting Schools / Institutes involved in the delivery of the module will be asked to comment at this point. It will then be considered by the relevant Education Committee prior to being submitted to DGLS.

Module Withdrawals will not be considered by DGLS until the required approvals are present in the system.

Guidance for completing a Module Suspension in Curriculum Manager

Process

After discussion within the School / Institute, the Proposer should complete a Module Suspension within Curriculum Manager for the suspension of a module. The purpose of the Module Suspension is to list when the suspension should be implemented, explain the rationale behind the suspension, and confirm what steps are being taken to avoid any shortfall in academic provision where applicable. This allows Academic Quality and Standards within the Directorate of Governance and Legal Services (DGLS) to ensure that all Module Suspensions are completed correctly and without significant impact on programmes or students. The information provided in the managed document will inform the Academic Model team of when the module should be suspended, as well as providing an audit trail for the suspension, and it therefore needs to be accurate and complete.

All sections of the “Revise” managed document, which acts as the suspension form, and the module academic item, which acts as the Module Specification, must be completed or updated in full based on the below guidance. Module suspensions should be submitted into the governance workflow once complete, where they will be reviewed and approved by the School / Institute and then will move to DGLS. This will be reviewed by the Academic Quality and Standards team before approval is confirmed directly with the School / Institute and moved onto Academic Model for implementation.

- Within the Revise managed document, only the sections titled “complete this section for all proposals” and “student numbers” should be completed for module suspensions.
- Ensure “mark as complete” is selected when the Revise managed document has been completed.
- Within the module academic item remove any offerings and select “no” for Publish in Programme and Module Directory if you do not wish to advertise the module while it is suspended.
- Ensure “mark as complete” is selected when the academic item has been completed.
- Once both the Revise managed document and the module academic item are completed, ensure “mark as complete” is selected on the proposal, so that it can be submitted to the School / Institute.

Information and guidance can be found on the [DGLS website](#).

Revise managed document

Module amendment type(s)

Select “Suspend” from the options.

Select the relevant implementation year and click create.

Complete this section for all proposals

Complete:

1. The proposal contact.
2. The proposed amendment detail.
3. The proposed date of implementation for amendment.
4. Proposed date of last intake for suspension.
5. Rationale.
6. Anticipated practical implications for students/applicants.

Complete this section for modules only

Complete:

1. Title and (if available) code of replacement module if applicable.
2. Have you notified all relevant Programme Directors and considered the impact on their programmes?
3. List other schools/institutes whose students take the module and confirm that they have been informed.
4. What steps are being taken to avoid any shortfall in academic provision?

Module academic item

Offerings

Offerings

If there are any, please delete any offerings associated with the module if the module is not to be taught in the version's implementation year. If there are no offerings listed, please leave this section as it is.

Publication and Integration

Publish in Programme and Module Directory?

Please select "no" if you do not wish to advertise this module on the Module Directory online while the module is suspended.

Things to consider

Modules are not automatically removed from a programme diet once they are suspended. A separate programme amendment will need to be submitted to update the diet where required. A module suspension does not roll forward each year, so you will need to submit another suspension for each year the module needs to be suspended for. If a module is suspended for 3+ years, it should be reviewed by the School / Institute and a withdrawal completed if appropriate.

Suspension Approval

Please ensure the Module Suspension is marked as complete. This will send a notification to School / Institute education teams for review and entering into the governance workflow. Any supporting Schools / Institutes involved in the delivery of the module will be asked to comment at this point. It will then be considered by the relevant Education Committee prior to being submitted to DGLS.

Module Suspensions will not be considered by DGLS until the required approvals are present in the system.