

Guidance for completing a Programme Withdrawal in Curriculum Manager

Process

After discussion within the School / Institute, the Proposer should complete a Programme Withdrawal within Curriculum Manager for the withdrawal of a programme. The purpose of the Programme 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 Programme Withdrawals are completed correctly and without significant impact on students. The information provided in the managed document will inform the Academic Model team of when the programme should be withdrawn, as well as providing an audit trail for the withdrawal, and it therefore needs to be accurate and complete.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 programme academic item, which acts as the Programme Specification, must be completed or updated in full based on the below guidance. Programme 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 being sent to Faculty for approval. Once approved by Faculty, the approval will be confirmed directly with the School / Institute and moved onto Academic Model for implementation.

- Within the Revise managed document, please complete the following sections “Complete amendment type for Programme or Module as applicable”, “Complete this section for all proposals”, “Complete this section for programmes only” and “Student numbers”.
- Ensure “mark as complete” is selected when the Revise managed document has been completed.
- Within the programme academic item, add in the programme 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 programme 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

Programme amendment type(s)

Select “Withdrawal” from the options and click save.

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 programmes only

Complete:

1. Who does the proposed amendment apply to?
2. Marketing information (for title change, suspension, or withdrawal only)
3. External examiner(s) and student consultation

Student numbers

Complete:

1. The year of offering and the enrolments.
2. How many offers have been made to applicants for the academic year of withdrawal or suspension?

Programme academic item

Overview

End date

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

Offerings

Offerings

If there are any, please delete any offerings associated with the programme if the programme 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 programme will still appear publicly on the Programme Directory online.

Withdrawal Approval

Please ensure the Programme 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 programme will be asked to comment at this point. It will then be considered by the relevant Education Committee prior to being submitted to DGLS. DGLS will review the withdrawal once received and send it on to Faculty for approval if there are no further concerns. Once approved by Faculty, the approval will be confirmed directly with the School / Institute and moved onto Academic Model for implementation.

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

Guidance for completing a Programme Suspension in Curriculum Manager

Process

After discussion within the School / Institute, the Proposer should complete a Programme Suspension within Curriculum Manager for the suspension of a programme. The purpose of the Programme Suspension is to list when the withdrawal 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 Programme Suspensions are completed correctly and without significant impact on students. The information provided in the managed document will inform the Academic Model team of when the programme 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 programme academic item, which acts as the Programme Specification, must be completed or updated in full based on the below guidance. Programme 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 being sent to Faculty for approval. Once approved by Faculty, the approval will be confirmed directly with the School / Institute and moved onto Academic Model for implementation.

- Within the Revise managed document, please complete the following sections “Complete amendment type for Programme or Module as applicable”, “Complete this section for all proposals”, “Complete this section for programmes only” and “Student numbers”.
- Ensure “mark as complete” is selected when the Revise managed document has been completed.
- Within the programme academic item, remove any offerings and select “no” for Publish in Programme and Module Directory if you do not wish to advertise the programme online on the Programme Directory whilst the programme is suspended.
- Ensure “mark as complete” is selected when the academic item has been completed.
- Once both the Revise managed document and the programme 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

Programme 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 programmes only

Complete:

1. Who does the proposed amendment apply to?
2. Marketing information (for title change, suspension or withdrawal only)
3. External examiner(s) and student consultation

Student numbers

Complete:

1. The year of offering and the enrolments.
2. How many offers have been made to applicants for the academic year of suspension?

Programme academic item

Offerings

Offerings

If there are any, please delete any offerings associated with the programme if the programme 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 the programme online on the Programme Directory whilst the programme is suspended.

Things to consider

A programme suspension does not roll forward each year, so you will need to submit another suspension for each year the programme needs to be suspended for. If a programme is suspended for 3+ years, it should be reviewed by the School / Institute and a withdrawal completed if appropriate. If the programme is to be reinstated it may need re-approval by the Taught Programmes Board to ensure currency.

Withdrawal Approval

Please ensure the Programme 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 programme will be asked to comment at this point. It will then be considered by the relevant Education Committee prior to being submitted to DGLS. DGLS will review the suspension once received and send it on to Faculty for approval if there are no further concerns. Once approved by Faculty, the approval will be confirmed directly with the School / Institute and moved onto Academic Model for implementation.

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