**PROPOSAL TO WITHDRAW OR SUSPEND**

**A TAUGHT PROGRAMME OF STUDY**

## PROGRAMME DETAILS

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| **Programme title:** *Please list the full award title(s) including any variants and fallback awards* |  | |
| ***A school may not withdraw or suspend a programme offered for a particular year once the application cycle for that year has commenced (i.e. once published on Coursefinder). Exceptional consideration can be given if a School wishes to withdraw or suspend a programme once the application cycle has started, but approval must be granted by the Deputy Vice-Chancellor: Student Education before discussion with students or applicants.*** | | |
| **Session** withdrawal to be effective from: | |  |
| **Have any offers been made** for the relevant application cycle (or any deferred offers from previous cycles/those on a foundation feeder course)? If yes, give details. (Consult with the Head of Undergraduate Admissions or Head of Taught Postgraduate Admissions). | |  |
| **Is this a withdrawal or a suspension?** | |  |
| Please indicate the session in which the final cohort of students are expected to graduate: | |  |
| **Rationale for the withdrawal or suspension of the programme**  If this is a suspension, outline the rationale for the suspension and the criteria under which the reinstatement of the programme will be assessed, setting out expected timeframes. | | |
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## CONSULTATION

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| **School** Taught Student Education Committee responsible for the programme: |  |
| **Other schools or departments** that have been consulted (for example teaching partners, International Pathways Office) |  |
| Details of **external institutions** (if any) contributing to the programme: |  |
| Details of **PSRBs** (if any) accrediting the programme: |  |

**APPROVAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| School Director of Student Education[[1]](#footnote-1) (see below) |  |  |  |
| Pro Dean for Student Education |  |  |  |
| Faculty Dean |  |  |  |
| Deputy Vice-Chancellor: Student Education [[2]](#footnote-2) (see below) |  |  |  |
| *Please submit this form to the Quality Assurance Team for consideration at the relevant Programme Approval Group (PAG) or by the faculty Pro-Dean for Student Education. The withdrawal or suspension of any existing programme of study requires the ratification of the Portfolio Steering Group (PSG), acting on behalf of Senate.* | | | |
| Reported to PAG | | |  |
| Reported to PSG | | |  |

QAT/December2019

1. By signing, the Director of Student Education is also confirming that consultation has taken place with the Head of School and Faculty Finance Manager and agreement secured. [↑](#footnote-ref-1)
2. For programmes withdrawn or suspended during the application cycle, approval must also be obtained from the Deputy Vice-Chancellor: Student Education. Following approval, the appropriate Faculty Recruitment Team must be informed to ensure appropriate liaison with applicants. [↑](#footnote-ref-2)