**PROPOSAL TO WITHDRAW**

**A COLLABORATIVE ARRANGEMENT[[1]](#footnote-1)**

*This form should be completed for submission to the School Taught Student Education Committee. If the arrangement being withdrawn is an off-campus, joint delivery or advanced arrangement, the appended withdrawal action plan (and a separate programme withdrawal form if applicable) should also be completed. Following approval, all documents should be sent to the* [*Quality Assurance Team*](mailto:qat@leeds.ac.uk) *who will liaise with the University Legal Adviser to draft the official withdrawal letter for dissemination to the partner.* ***It is the responsibility of the owner of the withdrawal action plan to ensure all actions stated in the plan are completed by the target dates****.*

## DETAILS OF COLLABORATION

|  |  |
| --- | --- |
| **School/Faculty/Division:** |  |
| **Partner organisation:**  *If the partner organisation is not a HEI, please specify* |  |
| **Type of arrangement:**  *e.g. entry, articulation, Flying Faculty, dual degree, etc.* |  |
| **Programme title:** *Please list the full award title(s) including any variants and fallback awards* |  |
| **Name and contact details of University Academic Lead:** |  |

## DETAILS OF WITHDRAWAL

|  |  |
| --- | --- |
| **Rationale for withdrawal of the arrangement:** | |
| *Please also append the current legal agreement to this form* | |
| **Date legal agreement expires (month/year):** |  |
| **Termination notice period:** |  |
| **Has the partner been informed of the planned withdrawal?** |  |
| **Specify the terms of withdrawal stated in the legal agreement**  *These can usually be found in the ‘Termination’ section of the agreement* | |
|  | |
| **Non-standard issues and clauses**  If *the legal agreement or the structure of the collaborative arrangement includes any non-standard features or requirements that will affect the withdrawal, please elaborate* |  |

**MANAGEMENT OF WITHDRAWAL**

|  |  |
| --- | --- |
| **Who is responsible for communication with the partner regarding the withdrawal?**  **Has the partner already been consulted in relation to the withdrawal?** |  |
| **Expected date of last student admissions:** |  |
| **Expected date of last student graduation:** |  |
| **Are there are any implications for other relationships you or the School/Faculty has with the partner, eg study abroad agreements, research collaborations?** |  |
| **Does the withdrawal have implications for School/Faculty strategic priorities eg international recruitment?** |  |
| **Does the withdrawal have an impact on staffing arrangements/contracts?** |  |
| **Are there any wider market or reputational impact considerations? *(this section should be completed by the International Office for off-campus, joint delivery or advanced arrangements only)*** |  |

**CONSULTATION *(this should take place before STSEC)***

|  |  |  |
| --- | --- | --- |
|  | Name | Consulted (Yes/No) |
| Faculty Admissions Manager/ School Admissions Tutor (if relevant) |  |  |
| Head of Marketing |  |  |
| Faculty Finance Manager |  |  |
| International Office |  |  |

**APPROVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | | Signature | Date |
| School Director of Student Education |  | |  |  |
| Faculty Pro-Dean (Student Education) |  | |  |  |
| Faculty Pro-Dean (International) *for international arrangements only* |  | |  |  |
| Executive Faculty Dean  *for off-campus, joint delivery and advanced arrangements only* |  | |  |  |
| *Please submit this form to the* [*Quality Assurance Team*](mailto:qat@leeds.ac.uk) *following approval at the relevant School Taught Student Education Committee for consideration by the Collaborative Programme Approval Group (CPAG). All collaborative arrangements require an official withdrawal letter to be issued to the partner, approved by the University Legal Adviser with reference to the terms of the legal agreement, and this process will be enacted following the CPAG decision.* | | | | |
| Date withdrawal agreed at STSEC/CPAG: | |  | | |

**KEY CONTACTS**

Further information or advice can be obtained from the International Office Partnerships Team, the Quality Assurance Team and the University Legal Team:

|  |  |  |
| --- | --- | --- |
| **International Office Partnerships Team** | | |
| Claire Mulholland | Head of Global Partnerships | [c.e.mulholland@leeds.ac.uk](mailto:c.e.mulholland@leeds.ac.uk), |
| Katie MacKissack | International Partnerships Officer | [k.mackissack@leeds.ac.uk](mailto:k.mackissack@leeds.ac.uk) |
| **Quality Assurance Team** | | |
| Monica Facchinello | Quality Manager | [m.facchinello@leeds.ac.uk](mailto:m.facchinello@leeds.ac.uk) |
| **Legal Team** | | |
| Adrian Slater | University Legal Adviser | [a.slater@adm.leeds.ac.uk](mailto:studyabroad@leeds.ac.uk) |

|  |  |
| --- | --- |
| Collaborative Arrangement Withdrawal Action Plan (for off-campus, joint delivery and advanced arrangements ONLY) | http://www.leeds.ac.uk/identitymanagement/assets/big_logo_new.gif |

### DETAILS OF COLLABORATION

|  |  |
| --- | --- |
| School/Faculty/Division: |  |
| Partner organisation:  *If the partner organisation is not a HEI, please specify* |  |
| Type of arrangement:  *e.g. Flying Faculty, dual degree, etc.* |  |
| Programme title: *Please list the full award title(s) including any variants and fallback awards* |  |
| Name and contact details of University Academic Lead: |  |
| Date of termination: *(this is the date by which all students will have completed the programme)* | *.* |
| Initiation of termination:  *State if the request to terminate was initiated by the University or the partner* |  |
| Name and role of withdrawal action plan owner: *(this should usually be the Academic Lead for the collaboration)* |  |
| Signature of Head of School: *(to confirm that the actions will be completed by the target dates)* |  |
| Date withdrawal action plan completed: |  |

### AREAS FOR CONSIDERATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Actions Required** | **Responsibility** | **Target Date** | **Progress update (complete as and when required)** |
| **Communication with partner**  *Include details such as how, when and by whom communication will be managed with the partner throughout the duration of the withdrawal process.* |  |  |  |  |
| **Communication with students**  *Students must be advised of the termination of the arrangement and assured that it will not affect their experience. Clarify how they will be informed.* |  |  |  |  |
| **Teaching out programme**  *Clarify the arrangements that will be made for students who have deferred or temporarily withdrawn from the programme, and those taking or registered for resits.* |  |  |  |  |
| **Admissions and Marketing**  *State how and when admissions and marketing processes relating to the arrangement will cease.* |  |  |  |  |
| **External Examiners**  *Clarify how correspondence with the External Examiners for the arrangement will be managed and if there are any implications for contract tenure.* |  |  |  |  |
| **Staffing**  *If staff recruitment or contracts are impacted by the withdrawal, state how this will be managed (including details of relevant HR consultation/protocols).* |  |  |  |  |
| **University Services**  *If the withdrawal requires action from or impacts on central SES or other services/teams (eg Study Abroad Office), advise how and with whom this will be managed.* |  |  |  |  |
| **SES operations**  *Clarify if any operational processes (eg assessment boards, committees) will be affected by the withdrawal and how these will be mitigated if there are identified risks.* |  |  |  |  |
| **Legal agreement**  *If any modifications are to be made to the legal agreement to support the withdrawal, state here how this will happen and by when. NB. This will need the agreement of both parties and CPAG endorsement.* |  |  |  |  |

1. If the termination of the collaborative arrangement also involves the withdrawal of a taught programme of study, the standard [programme withdrawal form](https://ses.leeds.ac.uk/info/21010/programme_and_module_approval/781/taught_programme_withdrawal) must also be completed and submitted with this form to STSEC and CPAG. [↑](#footnote-ref-1)