Following the decision to withdraw a programme, the programme withdrawal form must be completed and all relevant parties must be consulted/informed. This includes:

- Members of staff who are involved in the running of the programme and relevant departmental staff
- Heads of School/Department
- Faculty Registry
- Associate Dean (Learning and Teaching)
- Student applicants
- Continuing students

Once the form is completed, it must be signed by the Programme Director or Head of School/Department to confirm that the necessary discussions have taken place and the withdrawal has the support of the programme team and any other relevant members of staff.

Following consideration of the withdrawal by the Board of Study, signatures must be obtained from the relevant Associate Dean (Learning and Teaching) and Executive Dean who confirm that due process has been followed and the support of the Faculty.

If the programme(s) being withdrawn are delivered collaboratively with another Faculty/School/Department, a signature is also needed from the collaborating Executive or Head of School to confirm that they are aware of the withdrawal and support it.

If approved, the form is then submitted to the relevant Board of Study meeting and signed by the Chair, which is approved to confirm the support of the Board and the School/Department.

Once all signatures have been obtained, the form should be submitted to the Directorate of Quality Enhancement and Standards for processing.

Once submitted, QES will circulate the form electronically to ‘Quality Systems Group’ e-mailing list which notifies all relevant parties, such as Registry, Marketing, and Admissions, of the withdrawal and prompts them to update all relevant records.

End