Programme Withdrawal Form

Use this form to submit a proposed withdrawal for an existing programme, in accordance with the programme withdrawal guidance.

**Please note:** unless all Schools affected by the withdrawal of a programme agree to its withdrawal, one academic year’s notice of the intention to withdraw must be given.

# Withdrawal Proposer

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| --- | --- | --- | --- |
| Full Name |  | E-mail |  |
| Job Title (if not Programme Director) |  |

# Section 1: Programme information

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| 1.1 Programme Title and codes*(include any variants e.g. foundation, placement year, study abroad etc.)**\* Add additional rows as required* | **Programme code** | **Plan code** | **UCAS code** | **Award**(BSc, BA, MSc, MA) | **Programme title** |
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| 1.2 Faculty and School*(Faculties are listed in bold – tick the relevant School box)* | **Biology, Medicine and Health Humanities Science and Engineering**[ ]  Biological Sciences [ ]  Alliance Manchester Business School [ ]  Foundation year only[ ]  Medical Sciences [ ]  Arts, Languages and Cultures [ ]  Engineering[ ]  Health Sciences [ ]  Environment, Education & Development [ ]  Natural Sciences [ ]  Social Sciences**Cross-University**[ ]  UCIL [ ]  Education Development |
| 1.3 Collaborative provision details *(complete if applicable)* | Type of collaborative provision:Name of any partner organisation(s):Details of any discussions held: | Have partners approved the proposed withdrawal? | [ ]  Yes[ ]  No[ ]  Not required |
| 1.4 Professional, Statutory and Regulatory body (PSRB) accreditation *(complete if applicable)* | Name of any PSRB(s):  | Have PSRB been consulted? | [ ]  Yes[ ]  No[ ]  Not required |

# Section 2: Withdrawal reason and last intake

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| 2.1 Overarching reason(s) for withdrawal *(tick all that apply)* | [ ]  Low numbers [ ]  Financial viability [ ]  Staffing changes[ ]  Collaborative Provision [ ]  PSRB accreditation [ ]  Other *(please specify)*  |
| 2.2 Rationale for withdrawal of the programme(s) (or mode of study no longer being offered) |  |
| 2.3 Are there any strategic issues arising from this withdrawal e.g. cessation of an area of study or reputational damage? | [ ]  Yes *(please give details below)* [ ]  No |
| 2.4 Proposed last intake date to the programme*(This is the last date that students* ***may*** *be admitted for entry onto the programme)* | MM/YYYY |

# Section 3: Student considerations

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| 3.1 Does the proposed withdrawal affect current students? (*Please consult sections 3-5 of the* [*Student Protection Plan*](file:///E%3A/TLG%20Exec%20Approval%20Paper/Compensation.pdf) *to ensure they have been accounted for in your planning)* | [ ]  Yes *(give details in table opposite)*[ ]  No current students | **Year** | **Number of current students** | **Expected date of completion for all current student cohorts** | **Have you considered the facilities required by current students?** |
| Undergraduate |  | MM/YYYY | Yes/No |
| Postgraduate taught |  | MM/YYYY | Yes/No |
| 3.2 Describe how students currently enrolled on the programme (including those on interruption or intending to interrupt) will be managed and their progress towards completion monitored (see also section 4.6). |  |
| 3.3 How have you consulted with current students regarding withdrawal? |  |
| 3.4 Does the proposed withdrawal affect prospective students? | [ ]  Yes *(give details in table opposite and confirm date obtained: DD/MM/YYYY)*[ ]  No prospective students | **Number of applications (including deferred applications)** | **Number of offers made (including deferred offers)** | **Number of offers accepted** | **Alternative programme(s) that could be offered if withdrawal is approved** |
|  |  |  |  |
| 3.5 Does the withdrawal affect students in other Schools i.e. shared units?*(Tick all affected Schools and confirm their Head(s) of School approve the withdrawal)* | **Biology, Medicine and Health Humanities Science and Engineering**[ ]  Biological Sciences [ ]  Alliance Manchester Business School [ ]  Foundation year only[ ]  Medical Sciences [ ]  Arts, Languages and Cultures [ ]  Engineering[ ]  Health Sciences [ ]  Environment, Education & Development [ ]  Natural Sciences [ ]  Social Sciences**Cross-University**[ ]  UCIL [ ]  I confirm all relevant Head(s) of School approve the withdrawal [ ]  Education Development *(please attach evidence of approval e.g. e-mail or meeting minutes)* |
| 3.6 List any shared units (include course code and title) affected and the arrangements that have been put in place to mitigate impact on affected programmes. |  |
| 3.7 For postgraduate taught programmes, what arrangements are in place to supervise dissertations (if required)? |  |

# Section 4: Governance considerations

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| 4.1 Has the proposed withdrawal been approved by the relevant Committee? | [ ]  Yes *(please give details of discussions)* [ ]  No |
| 4.2 Who has been designated to oversee the completion of the programme including annual monitoring? | Academic:Professional services:  |
| 4.3 Is academic and administrative support available for the students on the programme (and any units) until its closure? | [ ]  Yes [ ]  No *(please give details of the plan to overcome lack of support):* |
| 4.4 Is there an External Examiner in place until the programme closes, and all students have completed? | [ ]  Yes [ ]  No *(please confirm how progress/award will be reviewed for existing/exiting students):* |
| 4.5 Have all External Examiner(s) been informed of the proposed withdrawal and are clear on potential changes to duties? | [ ]  Yes, the External Examiner(s) have been informed and are clear on potential changes to duties going forward[ ]  No |
| 4.6 Has Legal Affairs been consulted? | [ ]  Yes *(required where withdrawal affects current students with no teach-out plans in place OR offer-holders when withdrawal is after 30 June deadline)*[ ]  No |

# Section 5: Approval (e-mail confirmation of approval will be accepted)

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| **Job Role** | **Name** | **Signature** | **Date** |
| Head of School (or nominee) |  |  |  |
| Vice Dean Teaching, Learning and Students (or nominee i.e. Chair of relevant Faculty Committee) |  |  |  |

The Faculty Teaching and Learning Quality Team must send the approved Programme Withdrawal form and supporting documentation to:

* Teaching and Learning Delivery Team (quality@manchester.ac.uk)
* Programme withdrawal/suspension proposer/Programme Director
* School/Faculty TLSE Leadership teams – PS and academic
* Professional Services team to input on Campus Solutions
* Central Directorate of Communications, Marketing and Student Recruitment (schoolsandcolleges@manchester.ac.uk)
* Faculty marketing, recruitment and admissions team
* Estates and Facilities including scheduling/timetabling teams
* Faculty/School Finance Manager
* eLearning Team
* For Collaborative Provision programmes, including Education Development: please send the approved form and supporting documentation to [Global centres](https://www.manchester.ac.uk/collaborate/global-influence/global-centres/) and their local regulators (if appropriate)

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| Version amendment history: Programme Withdrawal Form |
| **Version**  | **Date**  | **Reason for change**  |
| 2.0 | February 2022 | Policy owner details and references to TLSD |
| 3.0 | September 2025 | Streamlined form, clarity on required content and approval. Split into separate forms for withdrawals and suspensions. |

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| Document control box |
| Policy / Procedure title: | Programme Withdrawal Form  |
| Date approved: | September 2025 |
| Approving body: | Teaching and Learning Strategy Committee (TLSC) |
| Implementation date: | September 2025 |
| Version: | 3.0 |
| Supersedes: | 2.0 |
| Previous review dates: | 2011, 2014, January 2015, November 2015, February 2022 |
| Next review date: | September 2029 |
| Related Statutes, Ordinances, General Regulations | [Undergraduate Degree Regulations](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13147) |
| Related Policies: | N/A |
| Related Procedures and Guidance: | [Programme Suspension Form](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=49278); [Programme Withdrawal/Suspension Guidance](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=75398) |
| Policy owner: | Head of Student and Academic Services (SAS) |
| Lead contact: | Sarah Williams, Teaching and Learning Manager (Programme Enhancement), Teaching and Learning Delivery |

MG/JH February 2022 v1.0