Procedure for Amending or Withdrawing Postgraduate Research Degree Programmes

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1. Introduction

1.1 This procedure and the associated forms must be used when seeking approval for amendments to or the withdrawal of a postgraduate research (PGR) degree at the University of Manchester.

1.2 Those proposing a new PGR degree programme should refer to the Procedure for the Approval of New Postgraduate Research Degrees.

1.3 Where a programme amendment affects a taught credited element and / or taught exit award, advice on the level of T&L approval and approval deadlines should be sought from the Faculty Teaching and Learning Officer (EDPPP) at the earliest opportunity.

2. Degree Amendments

2.1 Amendments can be classed as major or minor according to significance in intent or effect. Major amendments require Faculty approval. Minor amendments can be approved by a School but must be reported to the Faculty.

2.2 Amendments to any taught units may be subject to Teaching & Learning approval and consideration should be given to internal T&L amendment timelines. Changes may also require new or amended course unit specifications and other documentation e.g. programme specification (with tracked changes).

2.3 The following are examples of possible types of PGR degree amendments. This is not an exhaustive list; the Research Degrees and Researcher Development team will be able to offer advice on specific cases and the appropriate approval level.

<table>
<thead>
<tr>
<th>Amendment Description</th>
<th>Amendment Category</th>
<th>Process / Requirements</th>
<th>Final Approval level</th>
</tr>
</thead>
<tbody>
<tr>
<td>New or revised degree title (no change to degree aims and intended learning outcomes)</td>
<td>Minor</td>
<td>Completion of degree amendment form</td>
<td>School</td>
</tr>
</tbody>
</table>
### 3. Degree Withdrawals

3.1 All proposals to withdraw a degree must be approved by the Faculty using the withdrawal of degree form.

3.2 One year’s notice must be given when withdrawing a degree (unless all affected schools agree to an alternative).

3.3 Any taught units used on other programmes will be retained and these will be explicitly highlighted on the withdrawal of degree form.

### 4. Reporting

4.1 Once a degree amendment or withdrawal has been approved by the appropriate Faculty committee the relevant PGR administrator must inform:

- Head of Student Records Section, Planning Support Office
- Head of Recruitment and Admissions
- John Rylands University Library Faculty Librarian
- Head of Research Degrees and Researcher Development
- Relevant School and Faculty TLSE Colleagues (if the amendments / withdrawal affects a programme with a credited taught element or taught exit award).
### Version amendment history

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Reason for change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Nov 2023</td>
<td>Scheduled Review</td>
</tr>
</tbody>
</table>

### Document control box

- **Policy / Procedure title:** Procedure for Amending or Withdrawing Postgraduate Research Degrees
- **Date updated:** Nov 2023
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- **Related policies/procedures/guidance etc:** [https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/)
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