



## Procedure for Amending or Withdrawing Postgraduate Research Degree Programmes

If you are reading a printed version of this document, you should check

<https://documents.manchester.ac.uk/display.aspx?DocID=7461> to ensure you have the most up to date version.

### 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.

Amendment Description	Amendment Category	Process / Requirements	Final Approval level
New or revised degree title (no change to degree aims and intended learning outcomes)	Minor	Completion of degree amendment form	School

'Re-branding' of a degree (with change to degree aims and intended learning outcomes)	Major	Approval of new degree (using existing degree documentation where appropriate and possible). Completion of a degree withdrawal form.	Faculty
Add or change units (no change to degree aims and intended learning outcomes)	Minor	Completion of degree amendment form / completion of new or amended unit specifications	School
Add or change units (with change to degree aims and intended learning outcomes)	Major	Completion of degree amendment form / completion of new programme specification / completion of new/amended unit specifications	Faculty

### 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).

<b>Version amendment history</b>		
Version	Date	Reason for change
2	Nov 2023	Scheduled Review

<b>Document control box</b>	
Policy / Procedure title:	Procedure for Amending or Withdrawing Postgraduate Research Degrees
Date updated:	Nov 2023
Approving body:	MDCSG
Version:	2
Supersedes:	Oct 2007
Previous review dates:	
Next review date:	Nov 2028
Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	<a href="https://www.staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/">https://www.staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/</a>
Related policies/procedures/guidance etc	<a href="https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/">https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/</a>
Policy owner:	Alex Hinchliffe, Research Degrees and Researcher Development
Lead contact:	Alex Hinchliffe, Research Degrees and Researcher Development