

Programme Withdrawals & Suspensions

GUIDANCE FOR UoM STAFF

What are Programme Withdrawals and Suspensions?

A Programme Withdrawal is the permanent closure of a Programme or Programme pathway. A Programme may be considered for withdrawal due to insufficient student interest, if it is deemed to no longer be viable, or it is being replaced by a new Programme. Normally, plans will be in place to 'teach-out' the Programme/pathway.

Programme Suspension is a temporary pause to recruitment for a Programme (or pathway). A Suspension is normally for one/two academic years. The Programme Amendment process should be used to bring a Programme (or pathway) back from suspension.

Deadlines and Key Dates

In order to meet our legal responsibilities, withdrawals and suspension forms must be received in line with the final deadlines below:

Withdrawal and Suspension Deadlines:

Full approval must be confirmed 4 months prior to implementation. For programmes starting in September, the final deadline will be 30th April, the same calendar year

Late Withdrawals and Suspensions

Some withdrawals / suspensions will be out of the control of School programme teams and may need to be submitted late. All withdrawals or suspensions submitted to the Teaching and Learning Delivery team (TLD) after the deadline above will only be accepted in cases of unforeseen and/or un-avoidable circumstances and with full support of the School and Faculty.

In line with our [Student Protection Plan - Policy on Refunds and Compensation](#) Schools may incur financial penalties as students are entitled to refunds and compensation (after 30 June).

We are also obliged to adhere to very tight reporting deadlines set by the Office for Students and admissions can only act to remove the programme on receipt of approved documentation.

Withdrawal & Suspension Documents

The following documents are owned and updated by the central Teaching and Learning Delivery team

- [Programme Withdrawal Form](#)
- [Programme Suspension Form](#)
- [Programme Withdrawal and Suspension Guidance](#) – it is highly recommended that anyone submitting a programme withdrawal or suspension reads this guidance carefully prior to completing the form
- [Procedures for the Quality Assurance of Taught Collaborative Provision](#)

CMA Requirements (Key Principles)

The Competition and Markets Authority (CMA) provided [updated guidance](#) to Higher Education institutions about their obligations to students as *consumers*.

Under consumer law, after an offer has been made to an applicant, a legally binding contract with the University comes into force. The terms of the contract can be changed, but we must be mindful of potential legal implications.

If we do not provide this critical information at the appropriate time, we may be in breach of consumer law and risk enforcement action.

To ensure that we comply with the law:

Consult with the Legal Affairs team

Programme teams must consult with the Legal Affairs team:

- In cases where the proposed withdrawal or suspension will affect current students where no teach-out plans are in place; or
- If a withdrawal/suspension is approved late (after 30 June) and will affect offer holders.

Send approved Communications

- Following the approval of a programme suspension or withdrawal, the relevant Admissions team must contact applicants and offer holders in accordance with the appropriate templates and guidance.
- School Teaching and Learning Teams will contact registered students and students currently on a period of interruption, in accordance with the appropriate templates and guidance.

Pre-submission checklist

Prior to submitting the Programme Suspension or Withdrawal form, please ensure that you have:

- ✓ Consulted your School Curriculum & Programme (C&P) team and/or Faculty Teaching and Learning Officer (EDPPP)
- ✓ Secured approval via the relevant Department/Division/School Committee
- ✓ Consulted with External Examiners regarding any change or continuation of duties
- ✓ Undertaken student consultation, where required
- ✓ Engaged with partners for collaborative provision (if applicable)
- ✓ Considered finance and student number planning implications of the programme withdrawal or suspension

The following table summarises the Programme Suspension and Withdrawal process and responsibilities.

PROCESS STEP(S)	RESPONSIBILITY
- Consult with your School C&P team - Consult with the relevant External Examiner(s) regarding any change of duties. - Undertake student consultation through discussion with Student Representatives and Students' Union, as required. If possible, include views from student consultations and feedback from student surveys. - Consider finance and student number planning implications resulting from the programme withdrawal or suspension. - Consult with Admissions for any significant changes to entry requirements (raising or lowering grades). - Discuss and agree the proposed changes at the relevant Programme/Department/Divisional/School Committee(s). - Submit all relevant Programme Withdrawal/Suspension paperwork to the relevant Faculty Teaching and Learning Quality Team	School
For Collaborative Provision programmes, including Transnational Education, please ensure that you: Discuss with the relevant partners and/or global centres and their local regulators, to ensure that the wider implications of the proposed Programme Suspension/Withdrawal are known. Partnership agreement will be required as part of Section 1 of the form.	School
- Consider the Programme Suspension/Withdrawal paperwork - Ask for any additional information (<i>if necessary</i>) Confirm whether the Programme Suspension/Withdrawal is approved: - Report the Programme Withdrawal/Suspension to the Teaching and Learning Delivery Team and circulate the information to other relevant colleagues.	Faculty
Report all Programme Withdrawals and/or Suspensions to Senate (Oct, Feb, Apr, Jun)	Teaching & Learning Delivery Team (DSE)
Inform prospective students (applicants and offer holders) about the Programme Withdrawal/Suspension in line with CMA requirements.	Student Admission and Administration (DSE)
Inform current students (<i>if applicable</i>)	School
Update the University Course Web page(s) to reflect the Programme Withdrawal/Suspension.	Student Comms and Marketing (Faculty)
For Programme Suspensions only: Complete the relevant Programme Amendment paperwork to bring a programme back from a period of suspension	School

Further information and Support

You should refer to the full [Programme Withdrawal and Suspension Guidance](#) which sets out detailed information about the process and also includes further information about our CMA obligations.

If you have any queries, please contact your School Curriculum and Programmes team, the relevant Faculty Teaching and Learning Officer (EDPPP), or the Teaching and Learning Delivery team: quality@manchester.ac.uk