

GUIDELINES ON THE WITHDRAWAL OF AN EXISTING ARTICULATION ROUTE BETWEEN XJTLU AND UOL

Process

Where, for necessary reasons, an articulation route between XJTLU and UoL is required to be withdrawn, the relevant UoL department/school should notify [AQSD](#) as soon as possible and follow the below process:

1. Articulation withdrawal proposal/XJTLU consultation

A written rationale for the withdrawal of an existing articulation route should be submitted to [AQSD](#) using the [Template for the Withdrawal of an Existing Articulation Route from XJTLU to Undergraduate Programmes at UoL](#). The rationale should (if applicable) include a **'teach out' strategy** detailing the arrangements that will be made to teach out remaining students on the UoL and XJTLU programmes associated with the withdrawn articulation route (i.e. those who have already articulated to this route at UoL and those who have already chosen the withdrawn route for commencement in the upcoming academic year). AQSD will review the withdrawal proposal for completeness and accuracy and refer the proposal to the relevant Curriculum Board.

The department/school should also consult with the corresponding department/school at XJTLU on the withdrawal of the articulation route. Evidence of consultation should be appended to the proposal form and may be in the form of a letter or an email. This should also be submitted with the proposal documentation to School Scrutiny Panel (SSP).

2. Curriculum Board endorsement

The Curriculum Board should seek endorsement from relevant Level 1 Head(s) of Department/School) (depending on the number of departments involved). The Curriculum Board should endorse the arrangements for the teach-out of the programme and refer the proposal to SSP.

3. School Scrutiny Panel (SSP) approval

The SSP should seek endorsement from the relevant Level 2 Dean(s) of School(s)/Institute(s) depending on the number of schools/institutes involved. Where Schools are not managed by a Level 1 Head, endorsement and sign-off from the Level 2 Dean would suffice. The SSP, before approving the withdrawal of the articulation route should be satisfied with the teach-out arrangements.

4. Notification to central professional services and committees

Following approval of the proposal by SSP, the Secretary of the SSP will formally notify FAQSC, CPC, AQSD, Admissions, Strategic Planning, Student Administration and Support(SAS), Head of Department/School (Level 1) and Dean of School/Institute (Level 2) of the withdrawn articulation route. AQSD will process any required changes to the institutional agreement with XJTLU.

5. Communication to XJTLU 2+2 students

Following approval of the proposal by SSP, communication should be sent from the UoL academic department to 2+2 students who have already transferred to Liverpool to the withdrawn articulation route to clarify that they will not be affected by the withdrawal of the route. The same communication should also be sent from XJTLU to 2+2 students who are still based at XJTLU and who have chosen to transfer to the withdrawn articulation route in the upcoming academic year.

Deadlines

Information on articulation routes is published by XJTLU to students in **September** of each academic year and 2+2 students are required to finalise their articulation route choices by **February** of the same academic year.*

Please note that the withdrawal of an articulation route can only apply to the upcoming academic year if the proposal form is submitted to the relevant SSP by its January meeting.** Submission after this month would mean that the route withdrawal would only apply to the **following academic year** (or any year after that).***

**E.g. students articulating to Liverpool in September 2024 would receive information on articulation routes in September 2023 and would finalise their articulation route choices by February 2024.*

***E.g. a withdrawn articulation route approved by January 2024 could apply to 2+2 students articulating to UoL from September 2024 (2024/25). However, clear communication about the unavailability of the articulation route would have to be sent to students, as information on articulation routes would have already been published to students in September 2023.*

****E.g. a withdrawn articulation route approved after January 2024 would apply to 2+2 students articulating to UoL from September 2025. Students who have already chosen to articulate to the withdrawn articulation route in September 2014 would still be permitted to transfer to the articulation route. Students who have already transferred to Liverpool to the withdrawn articulation route would be permitted to remain on the articulation route.*

Articulation Route Withdrawal Process

