

Summary of Programme Withdrawal, Suspension and Reinstatement Processes

1. Plan

Plans to withdraw, suspend or reinstate programmes should be developed as part of the overall planning and management of the portfolio of provision for Departments and Schools.

2. Approval route

2.1 **Joint Governing Board** for endorsement regarding online programmes delivered in partnership with Kaplan Open Learning (Kaplan).

2.2 **Curriculum Board** for endorsement.

2.3 **Dean of Level 2 School or Institute** for endorsement regarding finance and resources and consultation with all stakeholders.

2.4 **Faculty Senior Management Team** for endorsement regarding strategic requirements.

2.5 **School Scrutiny Panel (SSP)** for approval

2.6 Programme modification approval by SSP if applicable, or programme validation approval by the University Approval Panel if applicable, for the reinstatement of programmes.

3. Deadlines for suspension, withdrawal or reinstatement approval 2023/24

3.1 **Suspension and withdrawal of programmes:** approval and notifications to be complete by **1st March 2024 (UG)** and **1st June 2024 (PG)**.

3.2 **Reinstatement of programmes for September 2024:** approval and notifications to be complete by **1st March 2024 (UG)** and **1st June 2024 (PG)**. Exceptional consideration will be required for these proposals and for proposals to reinstate programmes for September 2020. Please contact AQSD for advice.

3.3 Please see the full guidance notes for deadlines for programmes that do not follow the standard academic session, e.g. online programmes delivered in partnership with Kaplan Open Learning.

4. Key points

4.1 Suspension – programmes can be suspended for a maximum period of two calendar years from the date that entry onto the programme is suspended.

4.2 Automatic suspension – programmes that fail to recruit students will be automatically suspended. **NB** this does not apply to Honours Select subject components and integrated master's programmes, and Chair's Action on behalf of SSP is required to confirm the suspension is appropriate.

- 4.3 Automatic withdrawal – programmes that are not approved for reinstatement by the end of the maximum suspension period will be automatically withdrawn.
- 4.4 Reinstatement – programmes that are suspended will need to receive approval for reinstatement. Programmes that have been withdrawn may be considered for reinstatement.
- 4.5 Reinstatement – changes to programmes proposed for reinstatement that require modification approval by SSP or revalidation approval by the University Approval Panel (UAP) will need to be progressed concurrently with the reinstatement application.

5. Exemption

Requests for exemption from all or any part of the process requirements should be submitted to the PVC for Education via the AQSD officer for your Faculty.