

Programme Suspension & Withdrawal

Undergraduate and Master's Level Programmes

Senate has delegated authority to the Quality Assurance & Enhancement Committee (QAEC) for the approval of both the suspension and withdrawal of programmes of study. QAEC will consider recommendations for suspension and withdrawal via the Programmes Committee.

Programme suspension and withdrawals are considered **major modifications** and therefore must be approved by **31st March** annually (or, for programmes with non-standard start dates, six months before the start of the programme). However, where there are applicants holding offers or deferred students, the department must seek advice from the Quality Assurance & Enhancement Team before taking any action.

Programme Suspension

Proposals to suspend a programmes of study can only be made when there is the support of the Head of Department (or equivalent). To request the suspension of a programme of study (including a named pathway with award title), a [programme modification form](#) should be submitted to the Programmes Committee for consideration. Please note: all Faculties now require suspensions and withdrawals to be approved by their Faculty Education Committee (FEC) before the final proposal can be considered by the Programmes Committee. When applying for a suspension, please provide:

- the rationale for the suspension;
- an indication of the proposed duration of the suspension (can be up to 3 years – see below);
- confirmation that there are no applicants holding offers of places on the programme for the year(s) of entry affected;
- confirmation that there are no deferred entry students who would be affected;
- confirmation that the department will make satisfactory arrangements to support any continuing students (including existing students who may be required to undergo reassessment) to complete the programme.

When suspensions are approved, these are recommended by the Programmes Committee to the QAEC who makes the final decision on behalf of Senate. No programme can be suspended without QAEC approval. Only after QAEC approval has been given can the programme be suspended on the website and College systems.

Where there are applicants holding offers or deferred students, the department must discuss this with the Quality Assurance & Enhancement Team before taking any action.

An established programme can be suspended for a **maximum of three years** only. After this time, the programme must either be withdrawn or re-introduced. Departments must confirm annually with the Registry whether they wish the programme to remain suspended or be re-introduced. After three years of continuous suspension, the Registry will normally automatically record the programme as withdrawn.

The College's programme modification procedures also apply to suspended programmes prior to their re-introduction. However, departments wishing to re-introduce the programme after three years of suspension must normally follow new programme approval process including consideration by external reviewers. This documentation must be accompanied by a rationale why the department wishes to re-open the programme and how the situation and programme have changed since the original suspension.

Programme Withdrawal

Proposals to withdraw a programmes of study can only be made with the support of the Head of Department (or equivalent). To request the withdrawal of a programme (including a named pathway with award title) a [programme modification form](#) should be submitted to the Programmes Committee secretary for consideration by the Programmes Committee. Please note: all Faculties now require programme withdrawals to be considered by their Faculty Education Committee (FEC) before the final proposal can be considered by the Programmes Committee. The Programmes Committee will then recommend to QAEC that the programme is to be withdrawn. No programme can be withdrawn without QAEC approval. Only after QAEC approval has been given can the programme be withdrawn from the website and College systems.

When applying for a withdrawal of a programme of study (including a named pathway with award title), please provide:

- the rationale for the suspension;
- confirmation that there are no students holding offers of places on the programme;
- confirmation that there are no deferred entry students who would be affected by the programme closure;
- confirmation that the department will make satisfactory arrangements to support any continuing students (including existing students who may be required to undergo reassessment) to complete the programme.

Where there are applicants holding offers or deferred students, the department must discuss this with the Quality Assurance & Enhancement Team before taking any action.

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