

Completing the Programme Suspension / Withdrawal Form

1. Process

After discussion within the School / Institute, the Programme Organiser or Director of Taught Programmes should complete a Programme Suspension / Withdrawal Form. All sections of the form must be completed, and discussed with all relevant QMUL departments listed on the form.

Once approved by the School / Institute Learning and Teaching Committee (or equivalent), requests to suspend or withdraw programmes should in the first instance be referred to the Academic Secretariat for onward consideration by the Student Recruitment and Admissions Group (SRAG), and then to the Faculty Vice-Principal.

By hovering over the blank boxes on the form with your cursor, further guidance will be displayed to aid completion.

2. Summary information

The information provided should match that provided within the approved Part 2 Programme Proposal Form and Programme Specification.

Programme title

Please indicate the title of the programme to be suspended / withdrawn. Please list all modes of attendance but not exit / interim awards.

Programme and Route Code(s)

The programme and route for a programme can be found using the mySIS task > Academic Model, View Programmes and Routes by Department. Please list all modes of attendance but not exit / interim awards.

Programme qualification

Please supply the basic information about the qualification(s) to be suspended / withdrawn. If multiple qualifications are being suspended / withdrawn (for example, a MA, and a PGDip), click the 'Add qualification' button to list each qualification clearly. Please list all modes of attendance but not exit / interim awards.

Mode of study

This section of the form requests information about how the existing programme(s) are delivered. If multiple modes of study are being suspended / withdrawn, click the 'Add qualification' button to list each variation clearly.

Programme duration

Please indicate the standard duration of the programme to be suspended / withdrawn.

Responsible School / Institute

Please indicate which School / Institute has ownership of the existing programme.

Joint delivery

If any elements of the programme are currently be delivered by a School / Institute other than the owning School / Institute, please list each of the contributing Schools / Institutes here.

Collaborative institutions

If an institution or organisation other than QMUL is involved in delivering any part of the programme, please provide details of this. Depending on the nature of this collaboration, approval by Partnerships Board may be required. More information about collaborative provision can be found [here](#).

3. Rationale for withdrawal / suspensions

Please provide a rationale for the proposed withdrawal / suspension.

4. Proposed date of last intake

Please indicate the last date (month & year) at which students will be admitted on to the programme.

5. Anticipated implications of proposed withdrawal / suspension

Please specify how students' study patterns might be affected. Please indicate how many students are currently enrolled on the programme, and what arrangements have been made and agreed with students for the programme to be taught out.

6. Recruitment and applicants

Please provide the student recruitment numbers for the past three academic years. Please also confirm how many offers have been made to applicants for the next academic year.

7. Consultation with Marketing

Please provide details of any consultation with the Marketing team about the proposed withdrawal / suspension. For further information please contact the Faculty Marketing Manager.