

**Programme Withdrawal / Suspension Form**

This form should be used to submit a proposal for the withdrawal or suspension of a programme of study previously approved by Queen Mary.

Programme withdrawals/suspensions require the approval of the relevant Faculty Senior Executive. The

School / Institute should only send final, signed forms to DGLS.

**Note**: any associated modules which also need to be withdrawn should be submitted on module withdrawal form(s). Withdrawn programmes will be removed from Course Finder, but cannot be fully withdrawn until all enrolled students have completed.

Supplementary guidance to support completion of this form can be found on the [DGLS website](https://www.qmul.ac.uk/governance-and-legal-services/quality-assurance/academic-development/programme-development/).

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| 1. **Summary information** | | | | |
| **Programme title(s)** | |  | | |
| **Programme and route code(s)** | |  | | |
| **Proposed withdrawal or suspension?** | | Withdrawal | Suspension | |
| **Proposed date of last intake** | |  | | |
| **Responsible School/Institute** | | Choose an item. | | |
| **Schools/Institutes who are also involved in delivering part of the programme (if applicable)** | | Choose an item. | | |
| Choose an item. | | |
| **Awards to be withdrawn / suspended** | | | | |
| **Award** | **Mode of Study** | | | **Duration** |
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| **Details of any collaborative institutions involved in delivering any part of the programme (if applicable)** | | | | |
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| 1. **Rationale for withdrawal / suspension**   Please outline the rationale for the proposed withdrawal / suspension. |
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| 1. **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. |
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| 1. **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.  Please consult with the Admissions team for accurate data prior to submission. |
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| 1. **Consultation with Marketing**   Have the Marketing department been consulted on the decision to withdraw / suspend the programme(s)? |
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**Approval of Programme Withdrawal / Suspension**

Requests to suspend or withdraw programmes must be considered by Education Committees

before seeking Senior Faculty Executive approval.

Confirmation of School/Institute and Faculty approval will be denoted by the signatures below.

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| **School/Institute and Faculty approval** | |
| **Head(s) of School/Institute:** | **Head(s) of supporting School/Institute:** |
| **Head(s) of supporting School/Institute:** | **Head(s) of supporting School/Institute:** |
| **Faculty Dean of Education:** | |
| **Date of Faculty approval:** Click or tap to enter a date. | |

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| **This page is for the use of the Directorate of Governance and Legal Services (DGLS) only** | |
| **Process checklist:** | Fully completed and signed Programme Withdrawal / Suspension form received  Logged with Academic Model team for module withdrawal on SITS  Programme withdrawal / suspension confirmed with School/Institute and circulated to programme team and stakeholders |
| **Programme withdrawal / suspension process completion:** | Click or tap to enter a date. |
| **Notes:** |  |