

## GUIDANCE ON PROGRAMME WITHDRAWAL

### 1. Planning for programme withdrawal

Decisions to withdraw a programme should be taken as part of the overall planning and management of the portfolio of provision. This should be done as early as possible and in advance of obtaining formal approval of the withdrawal.

### 2. Approval route for withdrawal proposal:

- 2.1 Complete the **Programme Withdrawal Application** form and submit to the following below.
- 2.2 **Joint Governing Board** for endorsement if applicable. This is to ensure scrutiny of the proposal against strategic objectives for online programmes delivered with Kaplan Open Learning (Kaplan).
- 2.3 **Curriculum Board** for endorsement. CB may initiate the proposal, or receive it as a proposal from the relevant Board of Studies. If the Board does not support the proposal, it should set out its reasons for consideration by the SSP.
- 2.4 **Dean of Level 2 School or Institute** for endorsement. This is to ensure all relevant financial and resource implications have been considered and are supported by the budget holder, and to ensure there has been appropriate consultation within the School in relation to proposals that impact upon other Departments/Schools across the School/Institute. If the Dean of School/Institute does not support the proposal, s/he has authority to require that the programme should continue to run and the withdrawal application will end at this point. The Dean of School/Institute does not have authority to suspend the programme, but if s/he favours suspension over withdrawal s/he should set out their position as a recommendation for the SSP.
- 2.5 **Faculty senior management team** for endorsement. This is to ensure that Faculty strategic requirements have been taken into account, to facilitate management of the Faculty portfolio of provision, and to ensure there has been appropriate consultation within the Faculty and with other Faculties where there are proposals that impact across more than one School, or Institute or Faculty. If the Faculty senior management does not support the proposal, it should set out its reasons for consideration by the SSP.
- 2.6 **School Scrutiny Panel** for approval. The SSP' will assure itself that all relevant stakeholders have been consulted and, based on this consultation, will confirm the decision to approve or reject the application.
- 2.7 Each of the above should record their decision and reasons/conditions (if applicable) in the withdrawal application form.

### 3. Deadlines for withdrawal approval

- 3.1 Proposals to withdraw a programme must be **approved and notified to stakeholders** by the deadlines set out below. This means completing the approval process above, all the consultations inherent in the process and notification of the decision before the deadlines

below. The deadlines below represent the latest dates by which proposals may be approved and notified, it is good practice to complete the process earlier than the deadlines where possible.

- 3.2 The deadline for **undergraduate programmes** is **1<sup>st</sup> March**<sup>1</sup> for entry to the programme to be withdrawn with effect from the start of the next academic session.
- 3.3 The deadline for **postgraduate programmes** is **1<sup>st</sup> June**<sup>2</sup> for entry to the programme to be withdrawn with effect from the start of the next academic session.
- 3.4 For programmes that do not follow the standard calendar year, the deadlines are as follows:
- (i) For a **January** intake, the deadline is **1<sup>st</sup> October**<sup>3</sup> in the preceding calendar year.
  - (ii) For a **February** intake, the deadline is **1<sup>st</sup> November**<sup>3</sup> in the preceding calendar year.
  - (iii) For a **March** intake, the deadline is **1<sup>st</sup> December**<sup>3</sup> in the preceding calendar year.
  - (iv) For an **April** intake, the deadline is **2<sup>nd</sup> January**<sup>3</sup> in the same calendar year.
  - (v) For a **May** intake, the deadline is **1<sup>st</sup> February**<sup>3</sup> in the same calendar year.
  - (vi) For a **June** intake, the deadline is **1<sup>st</sup> March**<sup>3</sup> in the same calendar year.
  - (vii) For a **July** intake, the deadline is **1<sup>st</sup> April**<sup>3</sup> in the same calendar year.
  - (viii) For an **August** intake, the deadline is **1<sup>st</sup> May**<sup>3</sup> in the same calendar year.
  - (ix) For a **September** intake, the deadline is **1<sup>st</sup> June**<sup>3</sup> in the same calendar year.
  - (x) For an **October** intake, the deadline is **1<sup>st</sup> July**<sup>3</sup> in the same calendar year.
  - (xi) For a **November** intake, the deadline is **1<sup>st</sup> August**<sup>3</sup> in the same calendar year.
  - (xii) For a **December** intake, the deadline is **1<sup>st</sup> September**<sup>3</sup> in the same calendar year.

The deadlines above apply to **online programmes delivered with Kaplan Open Learning (KOL)** and other postgraduate provision that do not have intakes at the beginning of an academic session.

- 3.5 If the above deadlines are missed, it means that the programme will need to be delivered at the next intake and withdrawal may be considered for the intake after that.

## 4. Other routes to programme withdrawal

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<sup>1</sup> Or the next working day where 1<sup>st</sup> March falls on a Saturday or Sunday.

<sup>2</sup> Or the next working day where 1<sup>st</sup> June falls on a Saturday or Sunday.

<sup>3</sup> Or the next working day where 1<sup>st</sup> of the month falls on a Saturday, Sunday or Bank Holiday.

- 4.1 A programme will be withdrawn automatically when a suspended programme has exceeded the maximum suspension period. The withdrawal will take effect for entry on the next potential intake following the date of notification from the SSP, see 5.2 below.
- 4.2 Where a School Scrutiny Panel (SSP) rejects a proposal to reinstate a programme, the programme is withdrawn with effect for entry on the next potential intake.
- 4.3 Where a School Scrutiny Panel rejects a proposal to suspend a programme and decides, instead, that it should be withdrawn, the date of effect of the programme withdrawal will be as determined by the SSP.

## 5. Notification of withdrawal

- 5.1 The School Scrutiny Panel that confirms approval of a programme withdrawal is responsible for ensuring that all stakeholders are informed of the decision. Notification should be sent to the relevant parties as soon as possible after the decision to approve withdrawal and no later than five working days after it. This is subject to all notifications being received by the deadlines set out in s.3 above.
- 5.2 The SSP shall notify all stakeholders when a suspended programme is withdrawn because it has exceeded the maximum suspension period (see 4.1 above). Notification should be made as soon as possible after the applicable expiry date, but in any case no later than five working days after it.
- 5.3 Where a decision on a proposal for programme reinstatement or suspension results in programme withdrawal (see 4.2 and 4.3 above) the SSP shall notify all stakeholders no later than five working days after the decision.
- 5.4 Stakeholders who should be notified of programme withdrawals include:
  - The programme leader
  - The proposal owner/lead contact (if different from the programme leader)
  - Chair and Secretary of Faculty AQSC/EEAC
  - Chair and Secretary of relevant Curriculum Board
  - Dean of School/Institute
  - Faculty SMT contact
  - AQSD: [aqsd@liverpool.ac.uk](mailto:aqsd@liverpool.ac.uk)SAS:
  - Banner teamExternal Relations - Marketing
  - Emily Bell
  - Mike Deyes
  - Michelle Goulding
  - Laura Mallaber
  - Layla McGuirk
  - Tim SeamansStudent Recruitment, Admissions and Widening Participation – Admissions
  - Alicia Bethel

- Ursula Callaghan
- Stephen Davies
- Jude King
- Luisa Lovering
- Robyn Morris
- Vikki Marshall
- Ian Roberts
- Julie Wilson

Strategic Planning:

- John Callaghan
- Joint Governing Board for programmes delivered with Kaplan (if applicable): Lauren King
- Others, not covered above, who have been consulted in the process, e.g. staff from other contributing Departments, School, Institutes or Faculties
- Others as necessary under local requirements.

## 6. Reinstatement of withdrawn programmes

6.1 An application to reinstate a withdrawn programme without the need to approve the programme can be made in the following circumstances:

- (i) the proposed date for reinstatement is no more than two years after the date the withdrawal of the programme was effective; **and**
- (ii) there is no proposal to develop the programme.

In such cases the decision to approve reinstatement will be based solely on the case presented for consideration in the Programme Reinstatement Application form.

6.2 Where there is an application to reinstate a programme and the date for entry to the programme is no more than two years after the effective withdrawal date of the programme, any proposal for modification to or revalidation of the programme must be progressed concurrently and within the prescribed deadlines for approving reinstatement.

6.3 Where a programme has been withdrawn for two years or more, a proposal to reinstate the programme may only be considered in conjunction with a revalidation of the programme. This means that the programme will need to go through the programme revalidation process alongside the approval process for programme reinstatement, with both processes subject to the deadlines for approving reinstatement (see s.3 above).

For further details, please see the Guidance on Programme Reinstatement.

## 7. Exemptions from the programme withdrawal process

Where circumstances require exemption from all or any part of the requirements set out above, a case for exemption should be submitted to the PVC for Education via AQSD. Generally, exemption will only be granted for exceptional or unforeseen circumstances.