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**UCL STUDENT AND REGISTRY SERVICES**

Academic Policy and Quality Assurance

**PROGRAMME WITHDRAWAL FORM (PWF)**

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| This form should be used to request the withdrawal of a UCL programme of study from UCL’s programme offer.  This form should be submitted to [acadserv.pmap@ucl.ac.uk](mailto:acadserv.pmap@ucl.ac.uk) , having received Departmentaland Faculty approval. This can be evidenced with the appropriate signatures. |

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| **1** | **Name of the person completing the PWF** |  |
| **2** | **Role and Department:** |  |
| **3** | **UPI:** |  |
| **4** | **E-mail address and phone number:** |  |

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| --- | --- | --- |
| **5** | **Programme Code** |  |
| **6** | **Route codes if applicable**  These routes will be withdrawn if the PWF is approved |  |
| **7** | **Do you wish to withdraw *a route* within the programme, but not the whole programme?** | **Yes**  If yes, provide the applicable route code:  If yes, please note that the term ‘programme’ should be read as ‘route’ on this form.  **No** |
| **8** | **Programme Name** |  |
| **9** | **Department** |  |
| **10** | **Faculty** |  |
| **11** | **FHEQ** **Level** | Level 4 / Level 5 / Level 6 / Level 7 (UG Masters, e.g. MSci) /  Level 7 (PGT, e.g. MSc) / Level 8 |
| **12** | **Programme Leader** | **Name:**  **Email:**  **UPI:**  **Telephone No:** |
| **13** | **Has the External Examiner(s) been consulted or advised that the programme will be withdrawn?** | **Yes**  If yes, please append e-mail evidence.  **No** |
| **14** | **Will the programme be replaced by another programme?** | **Yes**  If yes, please provide:   * the code and title of the new programme if known; * the date when the new programme is expected to start; and * confirmation on whether or not the new programme has been approved by PMAP yet, and if not, when approval is expected.   **No** |
| **15** | **Please list all modules that are in the programme diet and whether any of the modules should also be withdrawn.** | |  |  |  | | --- | --- | --- | | **Module title** | **Module code** | **Withdraw Yes/No** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **16** | **Does the programme include modules that form a part of any other programme(s) at UCL?** | **Yes**  If yes, please   * list those modules; * indicate for each module whether it will also be withdrawn; and * append e-mail evidence that the Programme Leader(s) of the other programmes have been notified of the intended withdrawal of the modules.   **No** |
| **17** | **Does the programme include modules that are taught by other Department(s)?** | **Yes**  If yes, please append e-mail evidence that the Programme Leaders in the other Departments have been told that there will no longer be students on their modules from this programme.  **No** |
| **18** | **Rationale for withdrawing the programme**  *Please explain why the programme is being withdrawn* |  |
| **19** | **When is the last intended intake of students to the programme?** |  |
| **20** | **Are there current offer holders to the programme?**  *Please liaise with Admissions if you are not sure.* | **Yes**  If yes, have you liaised with Admissions to determine whether the offer holders are affected by the intended withdrawal of the programme and if so, to prepare communication with the offer holders if the PWF is approved. Append e-mail evidence of correspondence with Admissions.  **No** |
| **21** | **How many students are currently enrolled on the programme?** |  |
| **22** | **How many students are currently on interruption from the programme and until when?** |  |
| **23** | **When are the last students on this programme *expected* to complete the programme?** |  |
| **24** | **When is the last day students on this programme *must* have completed allowing for interruptions, repeats, resits etc.?** |  |
| **25** | **Describe the plan the Department has in place to teach out the programme until the date given above in section 24.**  You may append the teach out plan.  The students must be allowed to complete the programme they started on unless they have specifically consented to completing an amended programme or a different programme. |  |
| **26** | **Which sections of the Student Protection Plan apply to the termination of the programme and how will those sections be implemented by the Department?** |  |
| **27** | **Is the programme delivered in collaboration with an external institution?**  *I.e. is there a Memorandum of Agreement in place relating to this programme* | **Yes**  If yes, please   * answer questions 28-36 below; and * append a scanned copy of the signed agreement.   **No** |
| **28** | **Name of the partner institution** |  |
| **29** | **Expiry date of the Memorandum of Agreement** |  |
| **30** | **Does the Memorandum of Agreement oblige the partner institution to continue to collaborate with UCL on the programme until the last student has completed the programme?**  *This information is normally in the termination clause.* | **Yes**  **No**  If no, is the partner institution willing to sign an exit agreement to commit to delivering the programme until the last student has completed? |
| **31** | **Have you contacted the Senior Policy Adviser (Academic Partnerships) about the withdrawal of the programme and termination of the Memorandum of Agreement?** | **Yes**  If yes, please append e-mail evidence.  **No** |
| **32** | **Will the Memorandum of Agreement naturally expire or does it need to be terminated early?**  *Please consult the Senior Policy Adviser (Academic Partnerships) on this.* |  |
| **33** | **If the Memorandum of Agreement is terminated early, have you appended the Termination Letter drafted by the Senior Policy Adviser (Academic Partnerships)?** | **Yes**  **No**  **N/A (Memorandum of Agreement will or has naturally expired)** |
| **34** | **If the Memorandum of Agreement is with an overseas institution, have you contacted the Global Engagement Officer to notify them of the withdrawal?** | **Yes**  If yes, please append e-mail evidence.  **No**  **N/A (UK partnership)** |
| **35** | **Does the programme include placements?** | **Yes**  If yes, have the placement providers been notified of the intended withdrawal of the programme?  **No** |
| **36** | **Is the programme accredited by a PSRB?** | **Yes**  If yes, has the PSRB(s) been notified of the intended withdrawal of the programme in line with their respective rules and regulations?  **No** |



**APPROVALS**

This form must be approved by the Head of Department and Faculty Tutor before it is submitted to Academic Services who will arrange for the withdrawal to be noted by the relevant Committees and process the withdrawal on SITS.

**Departmental Approval**

Head of Department UPI:

Head of Department Name:

Head of Department Signature:

Date:

**Faculty Approval**

Faculty Tutor UPI:

Faculty Tutor Name:

Faculty Tutor Signature:

Date:

Once all approvals have been obtained, Academic Services will confirm the withdrawal of the programme to the relevant Department, Faculty and Central Services contacts.





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Date Faculty approval noted by PMAP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Faculty approval noted by APRG if relevant: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date programme marked as inactive/closed on SITS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_