



Quick Guide: Programme Withdrawal

This is a guide to support the interim implementation of the programme amendment guidance.

This guidance is intended to:

- guide staff through the timeline from decision to the withdrawal of the programme
- programmes to be withdrawn will NOT be closed for applications or withdrawn from the Web Site until approved by QASC, although Admissions can be alerted in advance

NB The timelines indicated reflect the maximum recommended timeline

Before withdrawing a programme, the following should be taken into consideration

- The timing of the changes which should be planned well in advance, and at least minimum of 6 months but can be up to 18 months
- Teach out arrangements for current students – dependant on programme structure and timing of intakes
- No new students to be admitted to that programme and the application process should be halted immediately
- The impact on the institutions programme portfolio
- Implication on current registered students
- Impact on live applicants and deferred students
- Other Programmes associated with delivery of the programme, e.g. through shared modules and if other schools/university departments

Examples can include, but not limited to

- The withdrawal of a programme
- The withdrawal of a [programme pathway](#)

Programme Withdrawal Checklist

KEY	School Action - All levels	Relevant paperwork	Timeline	Check
	School Action Indicative Timeline final deadline – minimum 6 months prior to year of withdrawal		1 Semester Initiation to Approval	
	School Action Indicative Timeline final deadline – minimum 6 months prior to year of withdrawal		1 Semester Initiation to Approval	
	QAS Office Action			
Identification of programme withdrawal	Programme/Pathway withdrawal – Proposal allocated appropriate risk level in discussion with Associate Dean Quality and Academic Standards and School QAS Admin Lead to agree approach to consultation and engagement in advance. Proposer/committee to undertake sustainability review, admission and matriculation analysis, and where appropriate Market Research using tools such as the University Market Intelligence Data Analysis System, MIDAS, feedback from students, external stakeholder.			
	Proposer submit proposal to withdraw the programme/pathway to School Executive Group (SEG)	• Outcome recorded	Schools set submission deadline	
	For proposals approved by SEG, SEG appoints a Responsible Person. Proposal does not need to return to SEG, however, should SEG wish to see the proposal return then they add this as a requirement at this stage.			
	Associate Deans Quality and Academic Standards appoints Responsible Person			
Responsible Person to discuss with School QAS Admin Lead to set proposed programme withdrawal timelines aligned to School and University QASC schedule of meetings to allow the submission of paperwork		Schools set submission deadline		
Initiation of programme withdrawal	Submit the short 2-page narrative to include market research and evidence of withdrawal proposal to the Programme Approval Group (PAG) Committee dates can be found in the Academic Calendar	PAG@dundee.ac.uk	Minimum 10 days before PAG	
	Responsible Person to lead the proposal and collect relevant information			
Programme withdrawal consultation	Responsible Person, in discussion with School QAS Admin Lead, to undertake Consultation and Engagement with current student representatives, deferred students and live applicants, schools other than the 'home' school where applicable, academics, professional service directorates, external academic and/or industry/PSRB experts.			
	All students should be informed of the proposal to withdraw the programme and the planned teach out arrangements fully			

	explained to them, along with any options they may wish to consider in relation to their ongoing studies.			
	Responsible Person in discussion with Course Operations Group (COG) to propose options for live applicants, including the offering an alternative programme or withdrawing their application. Wording to be agreed in advance with admissions.	COG@dundee.ac.uk		
	School QAS Admin Lead supports collation of Consultation and Engagement feedback.			
	Responsible Person to use the outcome of feedback to complete the Programme Withdrawal proforma.	• Withdrawal proforma		
	Responsible Person to submit short 2-page narrative and supporting documentation including teach out arrangements of the programme (if required), arrangements for current and deferred students and applicants and the completed Programme Withdrawal proforma to School SQASC or equivalent.	• Withdrawal proforma	Schools set submission deadline	
	Responsible Person to feedback to SEG if required			
Approval of withdrawal				
	School QAS Admin Lead to submit completed paperwork to include Programme Withdrawal proforma and supporting documentation, where relevant to the QAS Office. Committee dates can be found Academic Calendar	• Withdrawal proforma	3 weeks prior to QASC	
	Responsible Person to inform PAG and SEG in parallel			
	QAS Office send out paperwork for E-Consultation, copying in School QA Admin Lead.	• Withdrawal proforma		
Implementation of withdrawal				
	Following approval by QASC, QAS Office will inform relevant parties including COG and Professional Services to initiate contacting live applicants and remove from the Web Site.		post QASC	