

Provisional Process for Suspending or Withdrawing a Programme in Worktribe

Requests for programme suspension or withdrawal should normally be made at least 18 months prior to the start of the academic year of entry, before the recruitment cycle commences.

Suspend process on WT

1. Programme must be in Validated status to request suspension.
2. Programme leader requests suspension of programme *for all relevant instances*.
3. Approved by HoS in WT
4. Approved by College DTL in WT
5. Programme Leader works with Marketing, Communications and Recruitment to complete part one of the suspension request form for agreement in principle.
6. Quality Enhancement Unit seeks approval in principle from PVC (Education & Student Experience).
7. Programme Leader works with Marketing, Communications and Recruitment to complete part two of the suspension request form, i.e. deal with all applicants.
8. Quality Enhancement Unit sends suspension request form to PVC (Education & Student Experience) for approval.
9. When approved by PVC (Education & Student Experience), Quality Enhancement Unit will approve the suspension in WT for all relevant instances.
10. Marketing, Communications and Recruitment to notify all relevant Central Services.
11. Suspended programmes must be included in the School's portfolio at revalidation.

Withdraw process on WT

1. Programme must be in Validated status to request withdrawal.
2. Programme leader requests withdrawal of programme *for all future instances*
3. Approved by HoS in WT
4. Approved by College DTL in WT
5. Programme Leader works with Marketing, Communications and Recruitment to complete part one of the withdrawal request form for agreement in principle.
6. Quality Enhancement Unit seeks approval in principle from PVC (Education & Student Experience).
7. Programme Leader works with Marketing, Communications and Recruitment to complete part two of the withdrawal request form, i.e. deal with all applicants.
8. Quality Enhancement Unit uploads final withdrawal request form and tags PVC (Education & Student Experience).
9. Approved by PVC (Education & Student Experience) in WT.
10. All future instances must be withdrawn.
11. Tag last active instance "Exclude from Annual system roll over"
12. Marketing, Communications and Recruitment to notify all relevant Central Services.
13. Programmes that have been withdrawn cannot be reinstated.