

## Quality Code for Higher Education

### Withdrawal and/or Amendment of a Programme Pre-approval

This form should be used to give notification of the intention to withdraw or amend the specifications of a programme previously given development consent but which has yet to receive full programme approval. The completed form should be submitted to the Director of Higher Education & Skills for processing and any necessary notification of other Departments within the College.

Details of Programme:	
Department	
Programme/Award Title (in full)	
Confirmation of consultation with other Departments/Curriculum Areas	
Department(s) and name(s) of individual consulted	
Programmes affected	
Approved by Department	

Please indicate below the stage the programme has reached at the time of this application:

Stage of Development:	Yes	No
Development consent given	✓	
Programme advertised		
Offers made to students		
Programme recommended for approval by UVP (but not PAC)		



## Appendix 1: Procedural Notes

### 1. *Withdrawal of Programme:*

If the programme has received development consent it must be formally withdrawn, especially if it has been advertised and/or students made offers. If the application is approved, the Higher Education & Skills Department will arrange for it to be removed from the Course lists and the following notified of the change:

- Academic Head
- Academic Contact (if collaborative provision)
- Head of Student Services
- Head of Management Information Systems
- Head of Marketing

### 2. *Re-naming of Programme/Award*

If the application is for a re-naming of programme/award, the original programme title must follow the withdrawal procedures outlined above. The original application for Development Consent, with the title change highlighted, must be re-submitted along with this application form to the Higher Education & Skills Department. If the application is approved, the Higher Education & Skills Department will arrange for the original Development Consent title to be replaced with the new title on the Course list and the following notified of the change:

- Academic Head
- Academic Contact (if collaborative provision)
- Head of Student Services
- Head of Management Information Systems
- Head of Marketing

If any delay in the commencement of delivery of the programme, the Higher Education & Skills Department will also notify the following:

- Head of Student Services
- Head of Management Information Services
- Head of Finance
- Head of Marketing