**Withdrawal Form**

**Non-taught programmes**

**OVERVIEW:**

* This form is for programmes **without** taught elements.
* For programmes **with** taught elements (i.e. a professional doctorate), please see guidance in the TQA manual: <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/> and contact Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk))
* This form should be completed **electronically by the Lead Faculty** and be submitted to **CC** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)).
* Please note that failure to fully complete the form may delay programme set-up.
* If you have any queries about how to use this form or about your request please contact Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)).

**For completion by the Lead Faculty/Department:**

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| **SECTION ONE** | |
| **Contact details:** | |
| **Name (of person making the request and whom queries can be directed to):** |  |
| **Date of completing this form:** | Click or tap to enter a date. |
| **Date when the programme and/or modules are envisioned to be withdrawn:** | Click or tap to enter a date. |
| **Please specify if there are any restrictions on the points in the year when withdrawing this programme and/or modules may affect students:** |  |

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| **Programme information:** | |
| **Title of existing programme/modules to be withdrawn:** |  |

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| **Award details:**   * Select the award regulations that apply to the programme you are wishing to **withdraw**. You can select more than one if appropriate. * <http://www.exeter.ac.uk/staff/policies/calendar/part1/regulations/> * <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/cqf/academiccredit/#table-five> | | |
| **Regulation** |  | **Tick all that apply** |
| **2.1** | Regulations Governing the Degree of Master of Philosophy |  |
| **2.2** | Regulations Governing the Degree of Doctor of Philosophy |  |
| **2.5** | Regulations Governing the Degrees of Master of Arts by Research |  |
| **2.5** | Regulations Governing the Degree of Master of Science by Research |  |
| **2.6** | Regulations Governing the Degree of Doctor of Philosophy by Publication |  |
| **2.7** | Regulations Governing the Degree of Master of Philosophy by Publication |  |
| **2.8** | Regulations Governing the Degree of Master of Arts by Research and Master of Science by Research by Publication |  |
| **2.9** | Regulations Governing the Degree of Doctor of Engineering (EngD) |  |
| **2.10** | Regulations Governing the Degree of Doctor of Medicine |  |
| **2.10** | Regulations Governing the Degree of Master of Surgery |  |

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| **Mode/s of study to be withdrawn**   * **Part-time:** <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#mode> * **Split-site/Distance-based:** <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/off-campusarrangements/#Definitions> | |
| **Mode** | **Tick all that apply** |
| **Full-time** |  |
| **Part-time** |  |
| **Split-site** |  |
| **Full-time distance based** |  |
| **Part-time distance based** |  |

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| **Faculty** | |
| **Lead Faculty (Delete as appropriate):** | HLS / ESE / HASS |
| **Please list all applicable departments:** |  |
| **Campus:** |  |
| **IMPORTANT:**  **The PGR Manager should now list the relevant department code(s) from SITS** |  |

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| **Withdrawal rationale:**   * Please provide as much information as possible to the questions below: | |
| **What is the rationale for the withdrawal?** |  |
| **What steps have been taken to notify significant others (partner institutions, international office, PGR Liaison Forum, etc.)?** |  |
| **What arrangements are in place to ensure that all students currently on the programme are provided with an appropriate research environment despite the withdrawal of the programme?** |  |
| **Marketing:**   * The following information is required in order to ensure the withdrawn programme is no longer promoted on our research degree(s) website: <http://www.exeter.ac.uk/pg-research/degrees>. * List other web links as appropriate. | |
| **Which relevant webpages/marketing materials will need to be updated? Please provide links.** |  |

**Once this form is complete, please email it to:** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk))

**For completion by Education Policy**

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| EDUCATION POLICY:  **To inform and to approve - overview:**  If this is an inter-disciplinary programme please provide approvals from all Department / Faculty involved *(add rows as appropriate).* | |
| **Inform:** | |
| **Department Director of PGR:**  ***For information only*** | DD/MM/YYYY and details |
| **Legal services (**[**reportableevents@ex.ac.uk**](mailto:reportableevents@ex.ac.uk)**):**  ***For information only*** | DD/MM/YYYY and details |
| **Gain approval:** | |
| **PGR Manager:** | DD/MM/YYYY and details |
| **Faculty Director of PGR:**  ***(As delegated in TQA Manual*** [*http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/*](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/)*))* | DD/MM/YYYY and details |

**For completion by Professional Services Teams**

**OVERVIEW**

* Forms are stored at the following location, with **restricted** **access** to the persons listed in the below. <https://universityofexeteruk.sharepoint.com/sites/PGRProgrammeApproval/Forms/Forms/AllItems.aspx>
* Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)) will notify the person/s in section two that action is required
* The colleagues listed as “**Responsible**” should update their section and then **notify** the appropriate persons to complete their section, using the same link to the form as sent by Education Policy. This will enable collaborative working. *Contact* Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)) *regarding permissions.*

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| **OTHER – PPBI** |

**NOTE**: **PPBI** are not usually required to make changes regarding withdrawals.

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| **SECTION TWO - ADMISSIONS** |

* **Richard Hayman (Admissions) (**[**R.J.Hayman@exeter.ac.uk**](mailto:R.J.Hayman@exeter.ac.uk)**) to provide the details below:**

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| **MAS CODE:** |  |

* **Admissions to Student Records about the updated form:**
* Student Records ([sr-admin@exeter.ac.uk](mailto:sr-admin@exeter.ac.uk)),
  + **CC** [cc-registryadmin@exeter.ac.uk](mailto:cc-registryadmin@exeter.ac.uk)  if Cornwall
  + **CC** Admissions **/** Recruitment, Vic Wilson([v.wilson@Exeter.ac.uk](file:///C:/Users/paulyoung/Downloads/v.wilson@Exeter.ac.uk),
  + **CC** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk))

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| **SECTION THREE – STUDENT RECORDS** |

* **Student Records (**[**sr-admin@exeter.ac.uk**](mailto:sr-admin@exeter.ac.uk)**), to provide the details below:**
  + **CC** [cc-registryadmin@exeter.ac.uk](mailto:cc-registryadmin@exeter.ac.uk)  if Cornwall

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| **Any comments if relevant:** |  |

* **Student Records to notify Education Policy and PGR Admissions/Recruitment about the updated form:**
  + **CC** PGRAdmissions **/** Recruitment, Vic Wilson([v.wilson@Exeter.ac.uk)](file:///C:/Users/paulyoung/Downloads/v.wilson@Exeter.ac.uk)
  + **CC** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)). **Education Policy will then update the requestor and provide a copy of the finalised form for their records.**
  + **Web team will need to be contacted, see below.**

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| **OTHER – ACCOUNTS RECEIVABLE** |

**NOTE**: **Accounts Receivable** are not usually required to make changes in SITS regarding withdrawals.

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| **OTHER – MARKETING** |

* **Education Policy (**[**educationpolicy@exeter.ac.uk**](mailto:educationpolicy@exeter.ac.uk)**) to put the Faculty in touch with the right person. Usually, the Faculty will lead on marketing the programme.**

Education Policy will recommend to Faculty contact the **Web**/**Marketing** **Team (**[digitalteam@exeter.ac.uk](mailto:digitalteam@exeter.ac.uk)) separately to remove on the relevant PGR Programme’s webpages.

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| **Any notes:** |
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| **Links to updated pages:** |
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Template last updated: 27 02 2024