

# Completing the Module Withdrawal Form

## 1. Process

After discussion within the School / Institute, the Module Organiser should complete a *Module Withdrawal Form*. In instances where a module is offered as either a core or compulsory module on a taught programme of study, a Programme Amendment Form, and updated Programme Specification should also be provided for any programmes(s) affected. The information provided in these forms will enable the Academic Secretariat to make the necessary updates to the Student Information System (SIS), and therefore must be complete and accurate.

Please note that modules cannot be registered as withdrawn on the SIS until resitting / retaking students have completed the appropriate assessment.

It is the responsibility of the owning School / Institute to seek approval of proposed withdrawals from any other School / Institute which offers the module as part of their programmes.

Once approved by the School / Institute Learning and Teaching Committee (or equivalent), module withdrawals should be submitted to the Academic Secretariat for scrutiny and implementation.

By hovering over the blank boxes on the form with your cursor, further guidance will be displayed to aid completion.

All sections of the Module Withdrawal Form must be completed.

## 2. Summary information

### Module title and module code

Please supply the basic information about the module to be withdrawn.

### Credit value

Please indicate the number of credits comprising the module.

### Mode of study

Please indicate whether the module is delivered on campus, or by distance learning.

### Other Schools / Institutes involved in teaching the module

If any elements of the module are delivered by a School / Institute other than the owning School / Institute, please indicate which School(s) / Institute(s) are involved.

### Module replacement

If the module is to be replaced in all programme diets it appears by a new module, please provide the title and code of the new module in this section.

### Proposed date of last intake

Please indicate the last date (month & year) at which students will be accepted onto the module.

### **3. Rationale for the proposed withdrawal**

Please explain the rationale for the proposed withdrawal.

### **4. Implications of the proposed withdrawal**

Please specify how students' programme of study might be affected and whether existing students have been consulted on the proposed withdrawal. If the External Examiners have been consulted please insert their comments in this section.

### Programmes of study where the module is offered

Please list all existing programmes in which the module in question is currently offered as either a core, compulsory, or elective module.

### Agreement from programme organisers

Please indicate whether the programme organisers of existing programmes in which the module is currently offered, have agreed in principle to the withdrawal.

### Modules taken by students in other schools / institutes

Please indicate whether the module is offered to any students from other schools or institutes. If so, please list the schools / institutes in this section and confirm that they have been informed of the proposed withdrawal. A signature from each relevant Head of School / Institute will be required in order for a module withdrawal to be implemented.