# Module Withdrawal

**This form is for the permanent withdrawal of modules and should be completed with sight of the relevant** [**guidance**](https://intranet.birmingham.ac.uk/as/registry/policy/programmemodule/Module-Development.aspx)**.**

The final column in the below form indicates why the different items of information are required, using the following codes:

* **B:** **B**asic data used for information and programme modelling.
* **Q:** **Q**uality assurance processes and considerations.
* **SF:** Alignment with the University’s **s**trategic aims and/or the **f**inancial risk:reward of the development.

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| --- | --- | --- | --- |
|  | School/Institute that owns the module | {school} | **B** |
|  | Department (if applicable) | {dept} | **B** |
|  | Is the module delivered in collaborative with another organisation? | Choose an item.  *If ‘yes’ please state the organisation’s name:* | **B Q SF** |
|  | Module title | {title} | **B** |
|  | Module code, including whether all instances of the module are to be withdrawn[[1]](#footnote-1) | {code}  {#matchedBoolean}  Equivalent modules: {#duplicate}  {.}  {/duplicate}{/matchedBoolean} | **B** |
|  | Date from which to be withdrawn, usually in terms of academic sessions |  | **B** |
|  | Rationale for withdrawal |  | **AC** |
|  | What impact will the withdrawal of this module have upon the programme(s) on which it was previously available? | **{#anyComp}Module is compulsory on: {/anyComp}**  {#attachedProgs}{#comp}{.}  {/comp}{/attachedProgs}  **{#anyOpt}Module is optional on:{/anyOpt}**  {#attachedProgs}{#optional}{.}  {/optional}{/attachedProgs} | **B Q** |
|  | Have these programmes been modified in the light of the answer above? | Choose an item.  *If ‘no’ please indicate when they will be modified:* | **B Q** |
|  | Consultation | Please describe how, when, and with whom consultations occurred, and the outcomes | |
|  | Existing/prospective students where necessary[[2]](#footnote-2) |  | **Q** |
|  | Taught Student Administration (Registry), who will be able to inform you of any students who have the right to retrieve a failure in this module[[3]](#footnote-3) |  | **Q** |
|  | If the module is available to students from other Schools/Institutes/Colleges, e.g. as part of a joint degree, major/minor degree, or discovery/interdisciplinary degree, , and/or the Birmingham International Academy, and/or if there is a Dubai-based equivalent, please provide details of consultation with the relevant programme lead(s) |  | **Q** |
|  | If the module/programme is subject to accreditation, please provide details of consultation with the professional body |  | **Q** |
|  | If the module/programme is part of a collaborative arrangement, please provide details of consultation with the Head of Collaborative Provision |  | **Q** |
|  | Approval |  | |
|  | School/Institute | Date: Click here to enter a date.  Approving body: | |
|  | College | Date: Click here to enter a date.  Approving body: | |
| 12 | Contacts | Module lead: {lead}  School/Institute administrative contact:  College administrative contact: | |

1. For example, instances of the module delivered at the Dubai campus or in another semester. [↑](#footnote-ref-1)
2. Consideration should be given to whether the proposed withdrawal will impact on existing and/or prospective students. If so, they may need to be consulted. Please consult the [guidance on making changes to programmes following the intervention of the Competition and Markets Authority](https://intranet.birmingham.ac.uk/as/registry/policy/programmemodule/guidance/CMA.aspx) and the [Policy on Consultation with Students (PDF - 138KB)](https://intranet.birmingham.ac.uk/as/registry/legislation/documents/public/cohort-legislation-2021-22/policy-consultation-with-students-21-22.pdf) for more details. Additionally, it is good practice to seek students’ views on changes to provision. [↑](#footnote-ref-2)
3. As students are, in some instances, permitted to defer reassessment, full withdrawal of the module might have to be delayed until they have exercised their right to a resit attempt. [↑](#footnote-ref-3)