

**Module Withdrawal Form**

This form should be used to obtain approval for the withdrawal of a module that has previously been approved.

Module Withdrawals are approved at School / Institute Education Committees and should then be forwarded onto DGLS for action.

It is the responsibility of the owning School / Institute to seek approval of the proposed withdrawal from any other School / Institute which offers the module as part of their programme(s).

Please note that modules cannot be registered as withdrawn on the Student Information System until resitting/retaking students have completed the appropriate assessment.

Supplementary guidance to support completion of this form can be found on the [DGLS website](https://www.qmul.ac.uk/governance-and-legal-services/quality-assurance/academic-development/programme-development/).

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| 1. **Summary information** | | |
| **Module title** |  | |
| **Module code(s)** |  | |
| **Academic level** | Choose an item. | |
| **Credit value** | Choose an item. | |
| **Mode of study** | Choose an item. | |
| **Responsible School/Institute** | Choose an item. | |
| **Date of last intake (month and year)** |  | |
| **Module organiser** |  |  |
| **Schools / Institutes also involved in teaching part of the module** | | |
| Choose an item. | | |
| Choose an item. | | |
| Choose an item. | | |
| **If the module is to be replaced, please give the title and (if available) code of the new module** | | |
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| 1. **Rationale for proposed withdrawal** |
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| 1. **Implications of the proposed withdrawal**   Please specify how students' programme of study might be affected and indicate whether students have been consulted on the proposed withdrawal. If External Examiners have been consulted, please insert comments here. |
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| **Please list the programmes of study for which this module is either core, compulsory or elective.** |
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| **Have the relevant programme organisers agreed in principle to the withdrawal?** |
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| **Is the module taken by students from other Schools/Institutes? If so please list the Schools/Institutes and confirm that they have been informed of the proposed module withdrawal.** |
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| **What steps are being taken to avoid any shortfall in academic provision?** |
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**Approval of Module Withdrawal**

Module withdrawals are to be confirmed by the Head(s) of School/Institute before being submitted to DGLS. Confirmation of School/Institute approval will be denoted by the signatures below.

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| **School/Institute approval** | |
| **Head(s) of School/Institute:** | **Head(s) of supporting School/Institute:** |
| **Head(s) of supporting School/Institute:** | **Head(s) of supporting School/Institute:** |

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| **This page is for the use of the Directorate of Governance and Legal Services (DGLS) only** | |
| **Process checklist:** | Fully completed and signed Module Withdrawal form received  Logged with Academic Model team for module withdrawal on SITS  Module withdrawal confirmed with School/Institute |
| **Module withdrawal process completion:** | Click or tap to enter a date. |
| **Notes:** |  |