**Summary of procedures for withdrawing a programme from the validation schedule**

* The annual validation schedule is prepared by the Institute and approved by the Academic Standards Committee (ASC) early in each academic year.
* The schedule includes all programmes planned for validation during the year ahead/subsequent year, with an indicative timescale. The expectation is that most will have already been approved by PCAG via the PV1 process.
* Due to the impact upon marketing and recruitment, subsequent requests to remove a programme from the schedule must be submitted in writing by the Institute to the Deputy Vice-Chancellor and copied to the Registry and the Academic Office.
* If the DVC approves the request, the Institute must submit an amended schedule to the Academic Office for the approval by the Chair of ASC. The schedule must be accompanied by evidence that the withdrawal has been approved by the DVC.
* The Academic Office issues notification to Marketing, Registry and the Institute using the proforma below.

**Proforma for notification of withdrawal of programme from Institute validation schedule**

|  |  |
| --- | --- |
| **Programme Title** |  |
| **Institute** |  |
| **Revised timescale for submitting programme for validation (if applicable)** |  |
| **Date of approval by Chair of ASC** |  |
| **Date notification issued** |  |
| **Any other relevant information** |  |