

Requirements for withdrawal and teach-out

- 1.1 This supplement sets out the process to be followed in the event of the withdrawal of a school-based collaborative arrangement.

Withdrawal and teach-out

Stage One: Business approval

- a. The proposal to withdraw from a collaborative arrangement is discussed and signed off by the relevant School Executive(s) and University Internationalisation Committee (international collaborations only).
- b. Date of approval is recorded on the withdrawal and teach-out template (see Collaborations and Partnerships templates on CADQ website).
- c. The decision to withdraw is notified to the Centre for Academic Development and Quality (CADQ), and NTU Global (where the collaboration is international).

Stage Two: Notification to Partner

- a. Notification of withdrawal is sent to the partner by the School (for UK collaborations) or NTU Global (for international collaborations).
- b. Students are informed by the partner of the timelines for completing their award with Nottingham Trent University.
- c. Notification to the partner and the students will include the following information:
 - date of final intake
 - date of final Board of Examiners
 - date of final graduation

Stage Three: Governance and Quality Management

- a. The School completes the withdrawal and teach-out form (see Collaborations and Partnerships templates on CADQ website).
- b. The School Academic Standards and Quality Committee (SASQC) or University Research Degrees Committee (URDC) considers the withdrawal and teach-out form and agrees teach-out arrangements.
- c. The Collaborations and Partnerships Sub-Committee (CPSC) is notified of the teach-out arrangements.
- d. Where the course has more than 18 months of delivery time remaining then standard quality management will be undertaken.
- e. Oversight of the quality of the provision during teach-out is maintained by SASQC(s)/URDC and CPSC.

Stage Four: Quality Management Process (enhanced)

- a. 18 months before the final Board of Examiners takes place, an enhanced quality management process commences which includes all of the standard processes but additionally includes termly meetings via video conferencing with membership as follows:
- School Standards and Quality Manager
 - Collaborative academic lead
 - Centre for Academic Development and Quality (CADQ) Officer
 - NTU Global (for international collaborations)
 - any other NTU staff as appropriate

Stage Five: Formal Notification of Close Down

- a. Following the final Board of Examiners, formal notification of close down is issued by the School to the following:
- the partner
 - NTU Global
 - CADQ
 - School Executive
 - CPSC
 - SASQC or URDC
 - Professional, Statutory and Regulatory Body or Accrediting Government
 - Collaborative academic lead
 - Academic Registry

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	Removal of references to CPO
Sept 2017	12.09.17	01.10.17	Clarification of business approval process
Sept 2018	12.09.18	01.10.18	None
Sept 2019	11.09.19	01.10.19	None
Sept 2020	16.09.20	01.10.20	Removal of requirement for approval from (and notification to) Colleges
Sept 2021	07.09.21	01.10.21	Change of Supplement number from SB7 to SB5.

Equality Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	04.09.16	CADQ