

Requirements for withdrawal and teach-out of Validation Service collaborations

- 1.1 This supplement sets out the process to be followed in the event of the withdrawal of a Validation Service 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) or UK Collaborations Business Evaluation Group (UK 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 collaborative partner by CADQ (for UK collaborations) or NTU Global (for international collaborations).
- b. Notification 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. CADQ or NTU Global completes the withdrawal and teach-out form (see Collaborations and Partnerships templates on CADQ website).
- b. VSSC considers the withdrawal and teach-out form and approves teach-out arrangements.
- c. Where the course has more than 18 months of delivery time remaining then standard quality management will be undertaken.

- d. Oversight of the quality of the provision during teach-out is maintained by VSSC.

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 appropriate membership to be determined by VSSC.

Stage Five: Formal notification of close down

- a. Following the final Board of Examiners, a formal notification of close down is issued to the following:
- the Validated Centre
 - NTU Global
 - CADQ
 - School Executive(s)
 - VSSC
 - Academic Standards and Quality Committee (ASQC)
 - Professional, Statutory and Regulatory Board (PSRB) or Accrediting Government
 - Academic liaison tutor
 - 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	Change from VS11 to VS10
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	Renumbered from VS11 to VS6

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