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**Notification of withdrawal of partnership and teach-out arrangements template for School-based collaborations**

This notification is to be completed by the Head of Department or the Professional Doctorate Course Leader and is intended to brief the School Academic Standards and Quality Committee (SASQC) or University Research Degrees Committee (URDC) on the teach-out arrangements for a course that has been withdrawn.

SASQC or URDC is asked to approve the teach-out arrangements and forward the form to the Centre for Academic Development and Quality (CADQ).

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| **School(s):** |  |
| **Collaborative Partner:** |  |
| **Name of course(s):** |  |
| **Mode of study:** |  |
| **Type of collaboration:** |  |

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| **Reason for withdrawal** |  |
| **Date withdrawal authorised by School Executive Team** |  |
| **Date withdrawal authorised by University Internationalisation Committee (International only)** |  |
| **Date collaborative partner notified of withdrawal** |  |
| **Arrangements for notifying existing students of timescales for completion** |  |
| **Has Collaborative Agreement for the teach-out period been issued?** |  |
| **Date of final intake** |  |
| **Date when the final cohort should complete** |  |
| **When will monitoring move into the advanced phase?**  ***18 months before the final cohort will complete*** |  |
| **Are there any other special arrangements that need to be taken in consideration?**  ***For example, Articulation Agreements*** |  |
| **How will learning opportunities of existing students be maintained?** |  |
| **How will academic standards and quality be maintained?** |  |
| **Is there any impact of withdrawal on existing applicants?** |  |
| **Have all stakeholders been informed?** |  |

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| **Date of approval by SASQC / URDC** |  |
| **Date of notification to Collaborative Partnerships Sub-Committee** |  |