**Faculty of Humanities**

**Guidance to Schools on processes for consultation when withdrawing programmes**

The University has a standard form to be completed when withdrawing a programme or suite of programmes: <https://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/programme-withdrawal/>

However, in some cases, where a programme or suite of programmes are being closed and will not be replaced, the Faculty of Humanities is advising that additional discussions must take place in advance of submitting the Programme Withdrawal Form, so that the rationale for the closure and the decision not to replace them is fully understood:

* Staff directly affected by the closure of the programme(s)
* Other staff in the discipline area
* If staff are being moved to a new discipline area, the staff in the receiving discipline(s)
* Current student representatives on the programme

Where applicable, consideration should be given to also advisingthe following groups that the programme(s) will be closing. A statement should be prepared providing the rationale for the closure:

* External or other internal stakeholders, as appropriate
* Research Centre partners
* Other staff in the School(s) affected

Schools should also consider relevant sections of the University’s [Policy on Refunds and Compensation](http://documents.manchester.ac.uk/display.aspx?DocID=42808) when considering a programme withdrawal.