Process, including activities											٩						
	School	Programme Drafting Team	Relevant School Committee	Programme Director	Head of School/ Dean	College Committee/Board	University Curriculum & Programme Board	College Business/ Finance Manager	External Reviewer	Institutional Research & Planning Office	International Office	Academic Council Standing Committee	Quality Office	Student Recruitment & Outreach Office	Admissions	DPR	Academic Council
1 NEW PROGRAMME																	
Convene a Programme Drafting Team with responsibility for designing the programme and leading it through the key stages	R		- I														
Complete programme Description Document / New Programme Proposal Form including confirmation of award type and market analysis to determine the potential demand for the proposed programme.		R				A/R				С	С		С	С			
Design programme, including consultation with College Finance and Business Managers, Internal stakeholders e.g. Buildings & Estates and other Schools or Colleges required/expected to contribute to the programme.		R				A/R					С		С	С			
Review and approval of proposal by relevant College committee/board						A/R											
Submission of proposals to University Curriculum Programme Board	1				T I	A/R											
University led review of proposals							R		С			А					
Validation meeting (if appropriate)		С					A/R										
Amendment of proposal (if necessary)	1	R				I											
Consideration of Appeals	С				- 1	- 1	1									A/R	
Approval of Programme	- 1				1	- 1	R					R					А
Communicate new Programme to relevant units – Admissions Office, International Office, Student Recruitment & Outreach etc.		R									ı				-		
Quality Review process and re-validation of programmes as appropriate	R			A/R		T	T						С				
2 MAJOR PROGRAMME CHANGE		-															
Categorise change as major	R		- 1				С									С	
Draft proposal for major change	R					A/R											
Market research to support proposal		R	С			A/R					С			С			
Submission of proposal to University Curriculum Programme Board	1				1	A/R											
University led review of Review of Proposal						R	R		С			Α					
Amendment of proposal (if necessary)	1	R															
Consideration of Appeals	С				- 1		_ I _									A/R	

International Office, Student Recruitment & Outreach etc. 3 MINOR PROGRAMME CHANGE Categorise change as minor R Submission of proposal for consideration Consideration of Proposal Approval of proposal	R	I R R		1		R		1	R		-	1	С	A
International Office, Student Recruitment & Outreach etc. 3 MINOR PROGRAMME CHANGE Categorise change as minor R Submission of proposal for consideration Consideration of Proposal Approval of proposal Communicate Programme changes to relevant units – Admissions Office,	R			1				ı			I	-	С	
Categorise change as minor Submission of proposal for consideration Consideration of Proposal Approval of proposal Communicate Programme changes to relevant units – Admissions Office,				ı									С	
Submission of proposal for consideration Consideration of Proposal Approval of proposal Communicate Programme changes to relevant units – Admissions Office,				I									С	
Consideration of Proposal Approval of proposal Communicate Programme changes to relevant units – Admissions Office,				I										4
Approval of proposal Communicate Programme changes to relevant units – Admissions Office,		R												
Communicate Programme changes to relevant units – Admissions Office,														
				1	A/R									
	R													
4 RETIRING AN EXISTING PROGRAMME														
Review of implications of retirement of programme R					R									
Request for retirement of programme					R	С			С	1	С			А
University led review of Review of Proposal					R	R	С		Α					
Approval of Retirement of Programme				1	I	R			R					А
Communicate Programme retirement to relevant units – Admissions Office, International Office, Student Recruitment & Outreach etc.	R		_					1						