Change Escalation Process

Who is involved and how

The Transformation Team

Essential Change

An essential change is defined as a timetable or rooming amendment, where all other alternatives have been considered, which in failing to act on will have a significantly negative impact on the optimal learning and teaching experience for a group or individual student.

Change Request Process

1. Academic to email change request to :

- Senior Programme Lead (ASBS)
- PGT Director; UG & ITE Director (Education)
- UG, LLM, DPLP Director (Law)
- Program Coordinators (SPS)

2. If change is approved, the following staff will liaise with the School Timetablers to raise change request to SMTT :

- School Timetable Coordinator (ASBS)
- Resource Planning Manager (Education)
- Resource Planning Manager (Law)
- Program Coordinators (SPS)

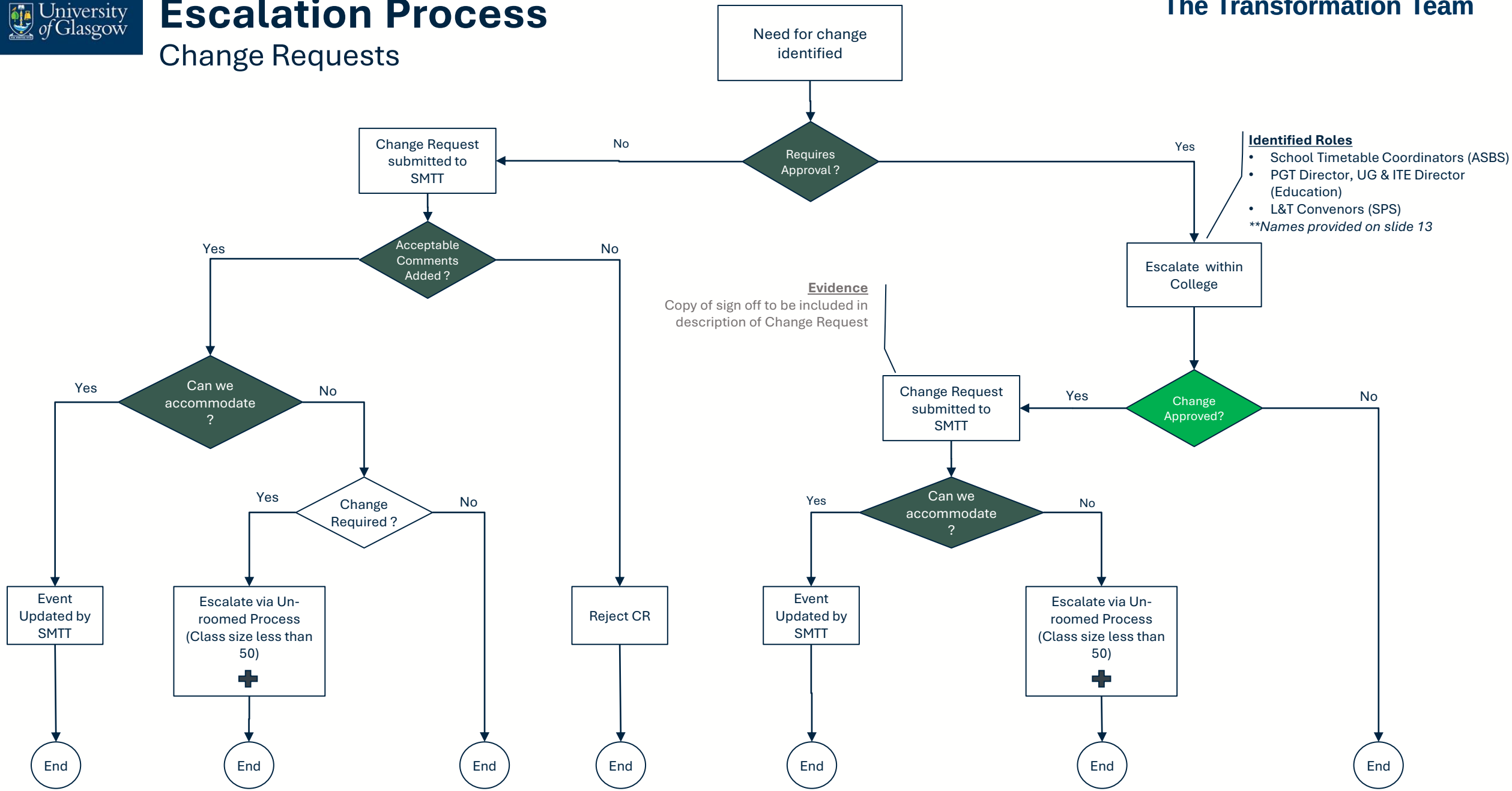
ASBS: Change Escalation Process		
Name	Role	Courses
Claire Cameron	School Timetable Coordinator	All
See slide 6	Senior Programme Lead	All

Education: Change Escalation Process		
Name	Role	Courses
Sabine Mohan	Resource Planning Manager	All
Joanna Wincenciak Lauren Boath	PGT Director; UG & ITE Director	All

Law : Change Escalation Process		
Name	Role	Courses
Alan Brown/Konstantinos Sergakis/Kerry Trewern	UG Director LLM Director Director DPLP/Administrator	All
Thomas Heraghty	Resource Planning Lead	All
Zoe Graves & Emma West (UG) Lorna Ross (LLM), Donna Lavery (DPLP)	School Timetablers	All

SPS: Change Escalation Process		
Name	Role	Courses
Margaret Murray(Politics), Olive Bredin(Sociology), Marnie Clark (CEES), Suzanne Hendry(ESH), Susanna Oelschlagel (Public Policy) Clare Robertson (UG Methods) Lesley Scott (QStep)	UG School Timetablers	
Clair Clark, David Donaldson, Adam Cabuk, Jayne Pearson Kim Somers	PGT School Timetablers	
Multiple	Program Coordinators	All

Escalation Process

Change Requests

The Transformation Team