COURSE AND PROGRAMME APPROVAL PROCEDURE 2022 - 2023

Proposal (Specification, Support Document and other relevant material) entered into PIP by Proposer (Specification not required for withdrawals)

Courses

Programmes

ADD NEW COURSE, or CHANGE or WITHDRAW an existing Course

Add NEW Degree Programme, or CHANGE or WITHDRAW an existing Degree Programme

Proposals for any related new courses entered onto PIP and included with the Proposal

Considered and approved by School L&T Committee (or equivalent)

Budget Plan for all new PGT programmes prepared for submission, with proposal, to College Graduate Schools

Reported to College Board of Studies via minute extract

Copy of proposals/ budget plans for new programmes forwarded to External Relations

Consultations with students, externals and others completed, as appropriate. Forms uploaded on PIP

Summary of new/changed/withdrawn courses reported to Academic Standards Committee by College Boards of Studies

Considered by School L&T Committee or equivalent

Considered and approved by College Board of Studies

Summary of new/changed/withdrawn programmes reported to Academic Standards Committee by Academic Policy & Governance

Last updated: October 2022