Summary of the Programme Approval Process

1. **School/Institute Proposal**
   - Discussion of proposal at staff meetings, SSLCs, re programme’s fit with the school’s plan, academic framework and resources.

2. **Completion of Part 1 Programme Proposal**
   - Or for collaborative programmes (Joint/Dual) – Stage 1 Partnership Proposal
   - (Strategy and resourcing)

3. **School/Institute Learning Teaching Committee Approval**
   - (Approval denoted by HoS signature)

4. **Planning and Accountability Round or Faculty Executive Approval**
   - Yes: Part 1 / Stage 1 Approved
   - No: Revise Part 1 / Stage 1 Proposal

5. **CURRICULUM DEVELOPMENT**
   - Development of programme syllabus, structure, aims and learning outcomes. Seek External Adviser(s) to scrutinise programme

6. **School/Institute Learning Teaching Committee Approval**
   - (Approval denoted by HoS signature)

7. **Taught Programmes Board Consideration**
   - Yes: Revised Part 2 Proposal
   - No: Revised Part 2 Proposal (resubmission to TPB)

8. **Issues / approval conditions set?**
   - Yes: Minor revisions required (approval by Chair of TPB)
   - No: Major revisions required (resubmission to TPB)

9. **Part 2 Approved**

10. **Completion of Programme Specification and Part 2 Programme Proposal**
    - (detailed academic submission)

11. **School/Institute Learning Teaching Committee Approval**
    - (Approval denoted by HoS signature)

12. **Notify Taught Programmes Planning Group**

13. **Use of key internal and external reference points (QA & LI websites, QM Graduate Attributes, QAA academic infrastructure [FHEQ, subject benchmarks], PSRBs), +employers, graduates.**

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**Note:**

1. Non-standard fees should be approved by the Marketing, Recruitment and Admissions Group. Proposals should be accompanied with detailed costing information/business plan, and be discussed with Marketing and Communications regarding the marketing strategy.

2. If outside the PAR timescales, approval should be sought from the Faculty Executive. Collaborative proposals (joint/dual programmes) require Queen Mary Senior Executive approval of the partner.

3. Following Approval in Principle and checking within the Academic Secretariat the programme can be advertised but all promotion material should carry a clear statement that the programme is ‘subject to approval’

4. Where minor revisions to Part 2 Proposals are required, revised proposals should be submitted within a 2 week deadline from the date of the TPB meeting where initial consideration took place.

5. Programme formally approved for its first student intake.