**Summary of the Programme Approval Process**

1. **Initial School / Institute discussion**
   - Discussion of the proposal at staff meetings, SSLCs etc. to ascertain whether proposed programme fits with the School / Institute’s plan, academic framework, and resources.

2. **Completion of Part 1 Programme Proposal Form**
   - Identification of programme aims, and learning outcomes.

3. **Consideration by School / Institute Learning and Teaching Committee (or equivalent)**
   - Approval denoted by signature of Head of School / Institute.

4. **Have issues been identified or conditions of approval set?**
   - Yes: Revise Proposal Form
   - No: Consideration by Faculty Executive, or through Planning and Accountability Round
     - Approval denoted by signature of Faculty VP(s)

5. **Have issues been identified or conditions of approval set?**
   - Yes: Revise Proposal Form
   - No: Submission to the Academic Secretariat
     - For scrutiny and processing.

6. **Notifications:**
   - Student Recruitment and Admissions Group, Faculty, Marketing, Admissions

7. **Part 1 proposal approved**
   - Consideration by Taught Programmes Board

8. **Consideration by School / Institute Learning and Teaching Committee (or equivalent)**
   - Approval denoted by signature of Head of School / Institute.

9. **Have issues been identified or conditions of approval set?**
   - Yes: Revise Proposal Form
   - No: Submission to the Academic Secretariat

10. **Programme is advertised as ‘subject to approval’**
    - Consideration by Faculty Executive, or through Planning and Accountability Round
      - Approval denoted by signature of Faculty VP(s)

11. **Notifications:**
    - Student Recruitment and Admissions Group (SRAG)
      - Approval denoted by signature of Chair

12. **Part 2 proposal approved**
    - Complete Part 2 Programme Proposal Form and Programme Specification
      - Detailed academic submission with Module Proposal Forms for any new modules.

13. **Curriculum development**
    - Development of programme syllabus, structure, aims, and learning outcomes. Seek External Adviser(s) to scrutinise programme.

14. **Notifications:**
    - Student Recruitment and Admissions Group, Marketing, Admissions

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¹ Any significant revisions to the proposal may need to be resubmitted to the relevant approval body for consideration.