

Summary of responsibilities in the approval process

Level	Step in the approval process	Responsible
Proposer	<ol style="list-style-type: none"> 1. Preparation of business case and financial plan 2. Submission of business case and financial plan to Faculty Manager 3. Preparation of academic case and approval form (including external references, student consultation, and consultations with Critical Friend) 4. Submission of proposal via the unit and programme management system 	<ol style="list-style-type: none"> 1. Academic Lead 2. Academic Lead 3. Academic Lead 4. Academic Lead supported by School Programme Editor
School	<ol style="list-style-type: none"> 1. Undertake School-level scrutiny of proposals for low risk and high risk changes and minute discussions and decisions 2. Record Committee decisions in unit and programme management system 3. Accuracy and annual updating of unit and programme specifications held in the catalogues 	<ol style="list-style-type: none"> 1. Undergraduate, Graduate, or other School level Committee. 2. Secretary to Undergraduate, Graduate, or other School level Committee. 3. School administrative staff/unit and programme directors
Faculty	<ol style="list-style-type: none"> 1. Decisions on status of changes (i.e. low or high risk) 2. Advice on completion of the financial plan and faculty resourcing implications 3. Consideration of business cases and approval from the faculty 4. Submission of Dean-approved business cases to the Gateway Review Group 5. Communication approval of business cases to Dean, FEM, FED, Faculty Committee, and proposer 6. Undertake Faculty-level scrutiny of proposals for low and high risk major changes to ensure they are academically sound, the paperwork is complete, and that comments from students and external references, as well as the report from the Critical Friend, have been taken into account 7. Record Committee decisions in the unit and programme management system 	<ol style="list-style-type: none"> 1. Faculty Education Director 2. Faculty Financial Controller and Faculty Manager respectively 3. Dean 4. Faculty Manager 5. Faculty Manager 6. Undergraduate, Graduate, or other Faculty level Committee/Faculty Education Director 7. Secretary to Undergraduate, Graduate, or other Faculty level Committee.
University	<ol style="list-style-type: none"> 1. Advice and guidance on the programme approval process, including information pages on the website 2. Consideration of business cases (already approved by Faculty Dean) 3. Independent internal scrutiny of academic case in the form of a report for faculty approval committee 4. Advisory support on the unit and programme management system 5. Tracking of proposals for high risk changes and new programmes 6. Logging and storing approved business cases 7. Recruitment of Critical Friends, allocation of Critical Friend to proposal, confirmation of name to proposer 8. Logging and storing Critical Friend reports 9. Collation of proposals for consideration by Education Committee 10. Consideration of high risk changes and new programmes 11. Recording decisions by Education Committee in the unit and programme management system 12. Ensure reporting to Senate 13. Communications to SSIO, Admissions, Critical Friends, Academic Directors 	<ol style="list-style-type: none"> 1. Academic Quality and Policy Office (AQPO) 2. Business Case Gateway Review Group and Approval Board 3. Critical Friend 4. AQPO 5. AQPO/Planning Office 6. Planning Office 7. AQPO 8. AQPO 9. AQPO 10. Education Committee 11. AQPO 12. Secretary, Education Committee 13. AQPO