Minor Change or re-structure (AQH 2.7): SDF3 and supporting documentation to be considered by departmental L&TC and Faculty Executive Committee, before being submitted to Student Records for implementation and copied to the QA Team

Suspension/withdrawal of schemes and Change to degree scheme title (AQH 2.8): SDF5/SDF6 to be considered by Faculty Executive Committee and PVC (ESE)

**Step 4: Consideration by Academic Scrutiny Panel**

Registry notifies central service departments.

STA flag can be removed

Scheme added to AStRA, UCAS, and course search pages

Refer back to department – considerable revision required before re-presentation of proposal to Panel

Conditional Approval - response/revisions to be approved by Chair of Panel and External Assessor

Approval with minor modifications – response/revisions to be approved by Chair of Panel

Unconditional/ final approval
 - minutes from ASP to Q&SC

Scheme added to formal University Prospectus as ‘subject to approval’

**Step 3: consideration of proposal documentation by departmental L&TC and Faculty Executive Committee**

Proceed **to Step 2: development of SDF2 and supporting documentation:** committee coversheet,programme specification (SDF9) and MAFS (where appropriate) for consideration by departmental L&TC, FEC and standing Academic Scrutiny Panel.
Departments should consult with the Planning Department, GMSR, Information Services, the Library, Timetable Office, Estates & Facilities (including Accommodation Office) and the Academic Registrar

**Step 1: Approval in principle by PVC (ESE) and Head of Planning (HoP)**
FPVC to discuss proposal with PVC (ESE) and HoP who will determine whether it should be approved in principle and proceed to the development of proposal documentation.

Proposal discussed at departmental level and with FPVC

Reject – idea not taken forward