



Process, including activities	School	Programme Drafting Team	Relevant School Committee	Programme Director	Head of School/Dean	College Committee/Board	University Curriculum & Programme Board	College Business/Finance Manager	External Reviewer	Institutional Research & Planning Office	International Office	Academic Council Standing Committee	Quality Office	Student Recruitment & Outreach Office	Admissions	DPR	Academic Council
Approval of Programme and decision on appeals	I				I		R					R					A
Communicate Programme changes to relevant units – Admissions Office, International Office, Student Recruitment & Outreach etc.		R									I			I	I		
<b>3 MINOR PROGRAMME CHANGE</b>																	
Categorise change as minor	R		I													C	
Submission of proposal for consideration	R		R		I												
Consideration of Proposal			R														
Approval of proposal	I				I	A/R											
Communicate Programme changes to relevant units – Admissions Office, International Office, Student Recruitment & Outreach etc.		R									I			I			
<b>4 RETIRING AN EXISTING PROGRAMME</b>																	
Review of implications of retirement of programme	R					R											
Request for retirement of programme						R	C					C	I	C			A
University led review of Review of Proposal						R	R		C			A					
Approval of Retirement of Programme	I				I	I	R					R					A
Communicate Programme retirement to relevant units – Admissions Office, International Office, Student Recruitment & Outreach etc.		R									I			I			