

Academic Planning Process 2018-19: Short Flowchart

For a proposal for a new course the author must complete:

- **Course Planning Form relevant for the proposal (on campus, which includes DL, Collaborative Academic Partner [CAP] or Apprenticeship)**
- **Tab 1 'Course Details' of the Course Planning Spreadsheet**

Course Planning Form and Tab 1 of Course Planning Spreadsheet approved by School SMT and the Course Planning Form signed by the Dean (and signed by Director of Collaborative Academic Partnerships if CAP proposal)

The signed Course Planning Form and Tab 1 of Course Planning Spreadsheet is then submitted to the Academic Development Manager for consideration at the Academic Planning Group

After APG approval:

- **School should liaise with Quality Enhancement Service for validation arrangements.**
- **The Associate Dean – Recruitment is responsible for making sure that the Course Planning Spreadsheet is fully completed and submitted to the Academic Development Manager ahead of validation.**

The Academic Development Manager coordinates the review of the Course Planning Spreadsheet by Services and returns the reviewed spreadsheet to the Associate Dean – Recruitment. (The progress of spreadsheets is noted at the Academic Planning Group)

The course(s) can be set up and advertised 'subject to validation'

For approval of proposals that do not require consideration by Academic Planning Group

- **The Course Planning Form and Tab 1 of the Course Planning Spreadsheet should be completed and approved at SMT and the Course Planning Form signed by the Dean (and Director of Collaborative Academic Partnerships if CAP proposal).**
- **Course Planning Form and Tab 1 of the Course Planning Spreadsheet should be sent to the Academic Development Manager and the development noted at Academic Planning Group.**