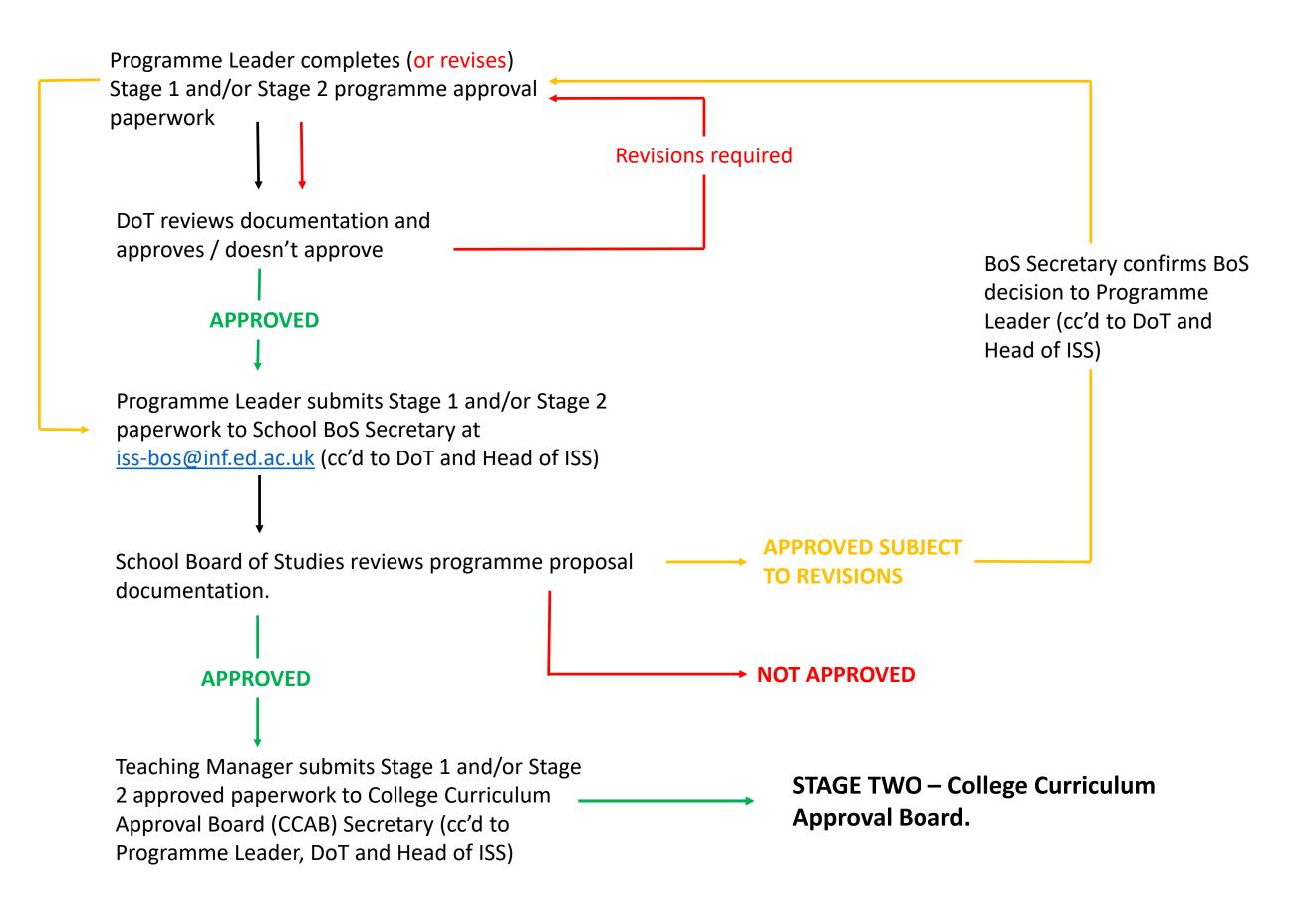
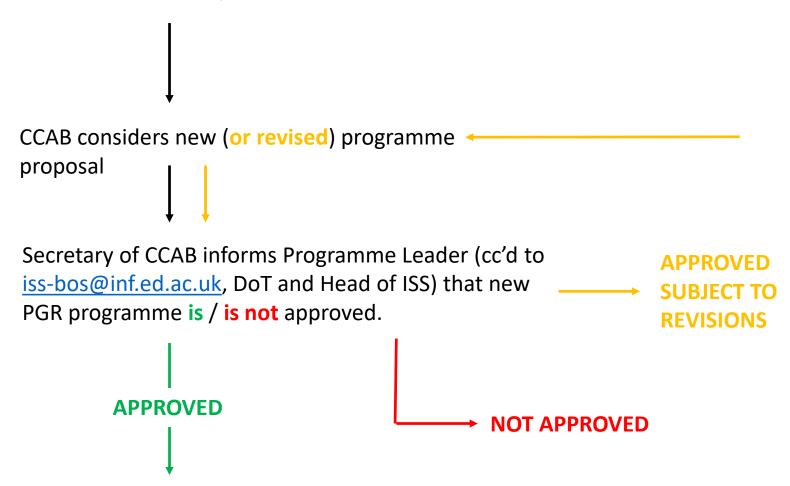
Informatics Taught Programmes Approval Process – STAGE ONE



College Taught Programmes Approval Process – STAGE TWO

Teaching Manager submits Stage 1 and/or Stage 2 paperwork to CCAB (cc'd to Programme Leader, DoT and Head of ISS)



Programme Leader makes revisions to Stage 1 and Stage 2 paperwork and resubmits to Secretary of CCAB (cc'd to iss-bos@inf.ed.ac.uk, DoT and Head of ISS).

Secretary of CCAB sends EUCLID PG Programme Request Form and PG Degree Finder template to Teaching Manager for completion.

Teaching Manager submits completed forms to Secretary of CCAB (cc'd to Programme Leader, DoT, — and Head of ISS)

STAGE THREE – College / CCAB Secretary coordinate creation of new programme code(s) via Student Systems, programme webpage and DPT via CAM (keeping Teaching Manager updated on progress).

Useful Info

PROGRAMME APPROVAL PROCESS

Programme and Course Approval Management Policy

file:///W:/Regulations%20and%20policies/UoE%20Programme%20&%20Course%20Approval 2018.pdf

School Board of Studies Intranet page

https://web.inf.ed.ac.uk/infweb/admin/committees/bos

Programme approval timescales

https://www.ed.ac.uk/files/atoms/files/approvaltimescales.pdf

CCAB Remit and dates

https://www.committees.ed.ac.uk/college-curriculum-approval-board

Stage 1 programme approval form – available in "ito\admin\committees\board_of_studies\Programme approval process" folder **Stage 2 programme approval form -** available in "ito\admin\committees\board_of_studies\Programme approval process" folder

FOLLOWING SUCCUSSFUL PROGRAMME APPROVAL.....

Requesting a new programme guidance (Student Systems)

https://www.ed.ac.uk/student-systems/support-guidance/admin-support-staff/programme-course-maintenance/requesting-new-programme Includes links to the following forms:

- **EUCLID Postgraduate Programme Request Form** (one form for each new programme and mode of study must be completed and submitted to CCAB Secretary, e.g. MSc full time & MSc part time options requires completion of two separate forms).
- Application types for programmes
- **EUCLID Postgraduate programme codes** (current active codes)
- HECOS and JACS codes (required when completing the EUCLID Postgraduate Programme Request form).

Also need to complete and submit a *Postgraduate degree finder request form* (for completion of the programme website page).

Key Contacts

Director of Teaching (DoT) / Board of Studies Convenor – Dr Stuart Anderson
Deputy Director of Teaching – Dr Paul Patras
School Curriculum Approval Officer – Prof Stephen Gilmore
Head of Informatics Student Services – Neil Heatley
ISS Teaching Support Manager – Vicky Mactaggart
Informatics Board of Studies Secretary – Alexandra Welsh (email to iss-bos@inf.ed.ac.uk)
CSE Curriculum Approval Board Secretary – Sarah Wyse
CSE Curriculum Approval Board Convener – Linda Kirstein