20112019_AOB Item 1

Board of Studies

PGR Programme Approval Workflow

Background

Over the course of the past year, there have been a number of new PGR programmes considered and approved by the Board of Studies. This has included CDT programmes (NLP, RAS and BMAI) as well as other PhD programmes not linked to a specific institute (e.g. PhD dual degree with PUC Chile, Cyber Security, Privacy and Trust PhDs). The purpose of this paper is to put forward a clear workflow for the proposal and approval of PGR programmes within SoI, which is required to:

1. Ensure that the Director of IGS is aware of new PGR programmes being put forward for consideration (and approval) by BoS and CCAB.
2. Guarantee the Director of IGS is involved in the development and design of both new CDT and non-CDT PGR programmes from the early stages;
3. To make sure approval of the Director of IGS has been given, before any new PGR programme is put forward to BoS and/ or CCAB for consideration / approval; and
4. Help improve the communications links between PGR programme leaders and the IGS, especially in regard to the completion of administrative processes post CCAB approval.

It is hoped that through greater input from the Director of IGS in the development of new PGR programmes, that these will go through BoS and CCAB approval much more smoothly, with less revisions being required at the CCAB approval stage. Improved communications with the Director of IGS will also help improve the timely completion administrative processes that need to be completed post approval, including:

- Creation of degree programme timetables
- Submission of programme code paperwork and creation of new programme codes by student systems
- Creation of Degree programme finder webpages
- Administration of admissions and offer processes

Action requested

Members are asked to consider, and if appropriate, approve the PGR programme workflow process. Please provide feedback if approval is not given.

Dr Lindsey Fox

Graduate School Manager

19 November 2019