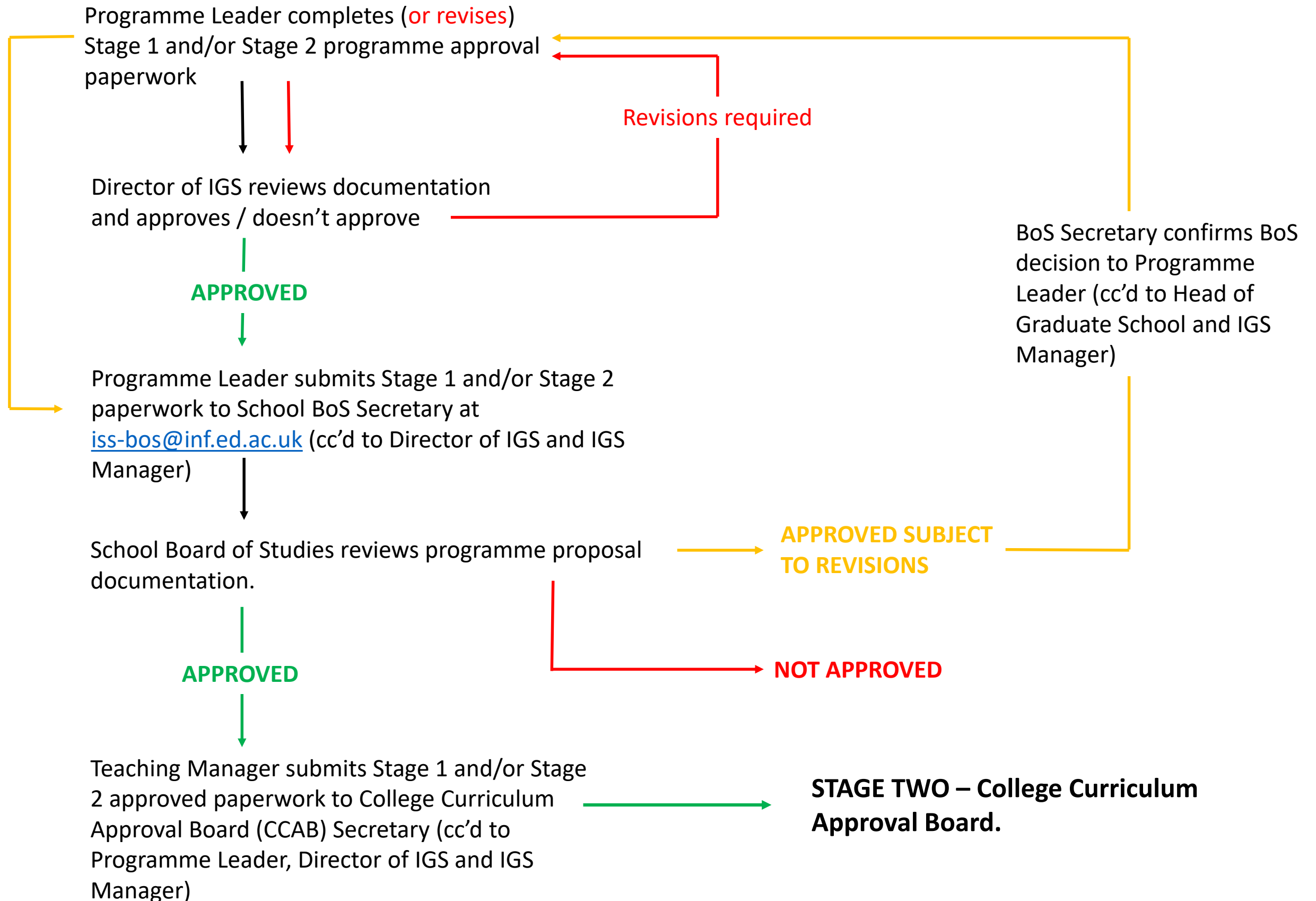


Informatics PGR Programme Approval Process – STAGE ONE



College PGR Programme Approval Process – STAGE TWO

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



CCAB considers new (or revised) programme proposal



Secretary of CCAB informs Programme Leader (cc'd to iss-bos@inf.ed.ac.uk, Director of IGS and IGS Manager) that new PGR programme is / is not approved.

APPROVED



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, Director of IGS and IGS Manager)

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, Head of Graduate School and IGS Manager)

**APPROVED
SUBJECT TO
REVISIONS**

NOT APPROVED

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 SUCCESSFUL 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 PGR programme and mode of study must be completed and submitted to CCAB Secretary, e.g. PhD full time & PhD part time options requires completion of two separate forms).
- ***Application types for programmes*** (NB: for new MScR/PhD programmes request a Type 12, with CV, application type)
- ***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 Graduate School – Prof Nigel Topham

Head of Informatics Student Services – Neil Heatley

ISS Teaching Support Manager – Vicky Mactaggart

Informatics Graduate School (IGS) Manager – Dr Lindsey Fox

Informatics Board of Studies Secretary – Alexandra Welsh (email to iss-bos@inf.ed.ac.uk)

Informatics Board of Studies Convener / Director of Teaching – Dr Stuart Anderson

CSE Curriculum Approval Board Secretary – Sarah Wyse

CSE Curriculum Approval Board Convener – Linda Kirstein