# Informatics Taught Programmes Approval Process – STAGE ONE

Programme Leader completes (or revises) Stage 1 and/or Stage 2 programme approval paperwork

DoT reviews documentation and approves / doesn't approve

Revisions required

**APPROVED**

Programme Leader submits Stage 1 and/or Stage 2 paperwork to School BoS Secretary at iss-bos@inf.ed.ac.uk (cc'd to DoT and Head of ISS)

School Board of Studies reviews programme proposal documentation.

**APPROVED SUBJECT TO REVISIONS**

BoS Secretary confirms BoS decision to Programme Leader (cc'd to DoT and Head of ISS)

**APPROVED**

**NOT APPROVED**

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

**STAGE TWO – College Curriculum Approval Board.**

# 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)

CCAB considers new (**or revised**) programme proposal

Secretary of CCAB informs Programme Leader (cc'd to iss-bos@inf.ed.ac.uk, DoT and Head of ISS) 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, DoT, and Head of ISS)

**APPROVED SUBJECT TO REVISIONS**

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).

**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 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