Approval of new (QA3) and withdrawal of existing (QA4) of University of Bath (non-collaborative) programmes of study

**STAGE 1: Initial (strategic) approval**
QA3, section 6.1

- Departmental Proposal (to be drawn up with Assistant Registrar input)
- Initial consultation with; Marketing, Library, Registry, Finance, OPP (QA3, 3.3)
- Board of Studies consideration (QA3, 6.5)
- Sign off from Head of Finance, Director of Marketing and Director of Academic Registry
- Academic Programmes Committee (QA3, 6.7)

**STAGE 2: Full approval (detailed, academic scrutiny)**
QA3, section 7

- Development of full programme proposal – includes seeking internal input (Registry, Library etc) and external advice (potential employers, peers, PSRBs) QA3.7 3-7
- Faculty/School Learning, Teaching and Quality Committee QA3.7 3-7
- Programmes and Partnerships Approval Committee QA3.7 8-12
- Senate – final approval QA3 7.13

**DOCUMENTATION**
- Brief rationale
- Market information
- Business case
- Draft programme specification
- External input (including employers, prof bodies) – see QA3, 6.3
- any significant issues e.g. NFA exemption needed
- Proposed team leader and team
- Nominated external reviewer
- Success criteria

**WITHDRAWAL** of programmes of study – QA4 sections 1.1 and 7

**STAGE 1 – Strategic approval***

- Proposal by HoD to Dean
- Academic Programmes Committee QA4 7

**STAGE 2 – Final approval***

- Consult with external examiner and current students
- Academic Programmes Committee QA4 7

**DOCUMENTATION**
- Form QA4.2 with:
  - Rationale
  - Number of current students, expected last date of completion, and the number of students accepted for admission

* Stages 1 and 2 can take place simultaneously e.g. at the same APC meeting

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