

Annex C: Approval and Withdrawal of Taught Programmes

Appendix C

Out of Cycle Approval for New Programmes and any Associated Modules ('Fast-Track')

1. Applications from Schools for a new programme proposal to proceed outside of the cycle prescribed in Annex C for the respective stages of approval will be considered either by the Business Case Committee (BCC) or, where the proposal requires the allocation of significant new resource, by the Executive Group (EG).
2. Applications should be made via the designated application form, which can be found as Appendix D of the main Annex (i.e. *Annex C: Approval and Withdrawal of Taught Programmes*). The proposing school will complete the form and by doing so will outline the programme; the strategic benefit to School *and* University; and the reason for proceeding out of cycle. Successful applications are likely to be those that can make the case for acting quickly in order to capitalise on specific opportunities arising in the HE sector and/or market.
3. Completed application forms should be submitted to the Faculties Support Office (FSO). Application forms will be considered in the first instance by the Director of EMS, who will return it along with a commentary to the FSO. The FSO will forward the application form and the commentary to the BCC or EG (as appropriate).
4. Where a proposal for a new programme is given permission to proceed out of cycle it will complete the respective stages of approval set out in Annex C but will do so in a shorter timeframe. The School will appoint a School Programme Lead for the proposal and a School/Faculty Programme Development Team (S/FPDT) will be convened. The S/FPDT will agree a timeframe for completing the documentation and will inform the QAO of the deadline for completion in order that a meeting of PASC can be scheduled. A full set of programme and module specifications and any other relevant documentation will be required by the Programme Approval Sub-committee (PASC).
5. A special meeting of PASC will be convened by the QAO in order to consider the proposal. The meeting of PASC will be conducted as per the requirements of *Annex C: Approval and Withdrawal of Taught Programmes* for considering new programmes of study.
6. The out of cycle procedure will be coordinated and managed by the FSO.