**Flowchart for scheme approval and review**

This simplified flowchart illustrates the executive scheme approval process as described in Section 2 of the Academic Quality Handbook. It includes scheme approval, Annual Monitoring and Departmental Periodic Review, but Faculties should refer to the AQH for full guidance on these processes, and the procedures for scheme restructures, suspensions and withdrawals.

Approval

Stage 1

* Informal development at Department/subject level
* Discussions between Department, FPVC, Global Marketing and Student Recruitment and Planning Office **(no more than six weeks before PPC meeting)**
* SDF1.1 submitted to PPC and Business Evaluation (PAF1/PAF2) submitted to Exec **(deadline of two weeks before PPC meeting)**
* SDF1.2 and all supporting documentation submitted to Scheme Approval Panel

Approval

Stage 2

* SDF7 nomination form for External Assessor
* External Assessor’s Report received
* Consideration by Scheme Approval Panel

Approval

Stage 3

* Minutes from Scheme Approval Panel
* Recommendations addressed by Department(Committee Coversheet)
* Approval of scheme by the Approval Panel / Chair
* Outcome reported to the next meeting of FAAC and PPC

AMTS Years

1‐4

* Annual Monitoring of Taught Schemes (AMTS1) at scheme level
* AMTS discussed at Faculty Academic Affairs Committee **(Semester 1)**
* Faculty summaries (AMTS2) discussed by Academic Board **(November meeting)**
* Schemes reviewed at Faculty Academic Affairs Committee **(Semester 1)**
* Departmental Periodic Review: self-evaluation document and revised programme specifications submitted to Academic Registry
* Meeting of Departmental Periodic Review panel (Semester 1 or 2), scheme re‐approved for 5 year period

PSR Year 5