**Figure 1 – Overview of Programme Approval Process**

### Formal Documentation
- MOU for Collaborations and Articulations
- New Programme Rational
- Schedule of Modules
- Student Recruitment Summary – UG & PG *
- Program Specification
- Online posting with intended School & College Board dates and intended 1st intake date (Academic Affairs)
- Accreditation Application, if relevant
- SITS – SMS Final Definitive Information including summary of any changes to previous documentation – with version control* (ASRS and Registry)

### Process
- Development of idea for new programme
- Consultation with Central Services and other parties
- Academic Approval: School Board, College Board, Senate
- Inform Interested sectors of University (ASRS, Registry, etc)
- Programme starts

### ASRS Activity
- Market Research and Strategy
- Early Announcement on Web; prospective student registration of interest
- New programme Webpage created from Student Recruitment Summary goes Live 'Subject to Approval'; Further registration of interest
- Admissions Process defined
- Offers can be made

### Key
- † = previous documentation amended
- * = new documentation (now formalised within QAF)
- ASRS = Admissions & Student Recruitment
- MOU = Memorandum of Understanding
- SITS = Strategic Information Technology Services Ltd
- SMS = Student Management System

ASRS v2 – dated 12 May 2010