**Framework for low risk new programme changes to be approved at Faculty level and reported to Education Committee**

Under the programme approval process introduced in 2012/13, faculties have devolved responsibility for low risk programme changes. New programmes are not always high risk and in the light of experience, the following framework has been approved by Education Committee (September 2015) to deal with proposals in this category.

**Steps in the framework**

1. The Dean and Faculty Education Director need to agree in advance that the proposal is low risk.
2. The proposer will complete the approval form and programme specification for the new programme and unit specifications for any new units.
3. The Faculty Education Director has the discretion to ask the proposer to additionally obtain external references and undertake student consultation.
4. The proposal is considered in the normal way through the committees at School and Faculty level.
5. Proposals approved by the Faculty committee will be reported to Education Committee.

The lead in times to recruitment and marketing activities, including the prospectus, need to be taken into account when planning new programme titles.

**Points to consider when agreeing a new programme proposal is low risk:**

The proposal will not negatively impact the student experience and the quality of teaching delivery.

The proposal fits within agreed student number plans.

Where Study Abroad or Study in Industry options are being introduced, the experience to date of the School in offering such programmes already and the success of existing relationships is key.

**Examples of programmes that may be deemed low risk:**

Adding a new programme title to an existing suite of programmes (for example, LLM International Commercial Law, BSc Social Policy with Criminology)

Adding a Study Abroad year to a programme where a School already has experience of running such programmes (for example, BSc Politics and International Relations with Study Abroad, BSc Geographical Sciences with Study Abroad)