Curriculum Management

The approval process for introducing new, or amending or withdrawing existing courses and programmes, operates via the Curriculum Management System (CMS) the University’s single source for all course and programme related data, including course requisites and timetabling information.

**STEP ONE: SCHOOL PLANNING AND PROPOSAL DEVELOPMENT**

**STEP TWO: SCHOOL SUBMISSION TO THE CURRICULUM MANAGEMENT SYSTEM (CMS)**

**STEP THREE: APPROVAL AND REFERRAL**

Is the proposal to create or withdraw a programme?

- **YES**
- **NO**

**BUSINESS CASE APPROVAL GROUP (BCAG)**

**QUALITY ASSURANCE COMMITTEE (QAC)**

Scrubiny of proposals by the BCAG and/or the QAC is an iterative process. Questions of the School can be asked via CMS and submissions can be amended if appropriate.

**Referral to Academic Services**

Appropriate action to be taken by Academic Services following proposal approval. Actions include: course coding, update of the University Calendar and/or Catalogue of Courses.

Does the proposal impact the Teaching Timetable?

- **YES**
- **NO**

**Referral to Central Timetabling**

Appropriate update to the Central Timetable.

**End of Process**