Initial Course Approval

Course Proposer Completes ICPF

ICPF is available at your Faculty Quality Sharepoint site. Course lead completes Business Case template and ICPF in conjunction with Faculty Business Manager, Draft reviewed and agreed by Head of School, Submit to QAE for initial scrutiny.

FEC Considers Form

ICPF and Business Case submitted to FEC Secretary for consideration and approval by FEC.

Approved – Proceed to Peer Review Process

Rejected – return to development team with comments

Peer review Process

QAE set peer review deadline for comments from Finance, MSR, Faculty Representatives, Library, Tier 4 and E&A.

QAE collate and pass comments to development team for response.

Updates made as appropriate.

Submission to POG

QAE submit ICPF to POG Secretary for consideration at the next available meeting (normally 18 months prior to course commencement).

POG Decision

Approved – the proposal is approved to go forward to a validation event (date to be confirmed with QAE) and confirms the risk level.

Review – the proposal is returned to the development team with comments for resubmission to POG.

Rejected – POG informs QAE and the development team of its decision.