Programme Approval

Guide

For Staff

# Programme Approval Guide:

This guide is intended to provide comprehensive information to staff, both administrative and academic, who want information on the process by which new programmes get approval to run at the University of Nottingham.

The following types of programmes attract different approval processes.

## UK Campus only

1. New Undergraduate and Postgraduate Taught programmes to be offered on the UK campus only.
2. New Research programmes with either a) a defined programme of study or b) a significant cost implication or c) do not conform to generic study regulations.

## Asia campuses (Malaysia or Ningbo)

1. New Undergraduate and Postgraduate Taught programmes to be offered on one of the Asia campuses
2. New Research programmes with either a) a defined programme of study or b) a significant cost implication or c) do not conform to generic study regulations. [[1]](#footnote-1)

## Any Campus

1. Undergraduate and Postgraduate Taught programmes already offered on one campus, newly to be offered at a different campus.
2. New No Award programmes on any campus.
3. New Ordinary Degree programmes associated with existing Honours Degrees
4. New degrees for which a higher qualification (or the same level qualifications) has already been approved .
5. A new ‘fallback’ award
6. New Research programmes with no defined programme of study, no significant cost implications and do conform to generic study regulations. [[2]](#footnote-2)
7. Your request is non-standard, please contact the Curriculum team for advice.

Guidance on the approval process for each type is listed in this document.

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# New Undergraduate and Postgraduate Taught programmes to be offered on the UK campus only.

Approval of a this programme is a two part process including

Part 1: Business case

Part 2: Programme specification

[Please note that these stages can be taken either separately or in tandem.]

Timescales below are provided for guidance. Please note that any programme which includes collaborative provision, or is out with the UNQF, may take longer to reach final approval due to added complexities.

Guidance on the submission and approval of new courses can be found at:

[http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/approvalofnewprogrammesandmodules.aspx](http://www.nottingham.ac.uk/academicservices/qualitymanual/programmeapproval%2Cmonitoringandreview/approvalofnewprogrammesandmodules.aspx)

## Part 1

Guidance on the business case template can be found in the quality manual at

[http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/businesscaseforanewprogramme-template.aspx.](http://www.nottingham.ac.uk/academicservices/qualitymanual/programmeapproval%2Cmonitoringandreview/businesscaseforanewcourse-template.aspx).

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| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | School submits business case to Academic Services Division (ASD).ASD undertakes initial review. | 1 week |
| **Review** | Business case is circulated to following for comment: Information Services, Planning & Management Information Division (PMID), International Office, Student Administration, Curriculum Management, Timetabling, Financial Management and Admissions. | 1-2 weeks |
| **Review** | Any comments that require a response are sent to the initiating School. | 1 week |
| **Review** | Response returned to originator for further comment/discussion as appropriate. | 1 week |
| **Approval** | When all comments gathered and queries resolved, summary of comments and any responses are sent together with business case for consideration to the relevant Faculty Dean. If there are significant resource issues surrounding a new UK programme the Dean consults the Faculty PVC. Dean may also consult School or others as appropriate and informs ASD of his/her decision. If School is unhappy with decision the Dean may request Faculty PVC to consider. | 2 weeks |
| **Uploading to Saturn** | ASD requests course code for the programme from Admissions (UCAS) and/or PMID (PG codes and HESA codes).ASD sets up basic programme details in Saturn curriculum database ASD informs School and professional services of approval and set up of the programme. The School can start advertising the programme. | 1 week |

## Part 2

Guidance on the programme specification template can be found in the quality manual at

[http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/programmespecificationguidance.aspx](http://www.nottingham.ac.uk/quality-manual/taught-programmes/programme-specifications.htm).

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| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | School submits programme specification to Academic Services Division (ASD).ASD undertakes initial review. | 1 week |
| **Review** | Programme specification is circulated to following for comment: Student Administration, Curriculum Management and Admissions. | 1-2 weeks |
| **Review** | Any comments that require a response are sent to the initiating School. | 1 week |
| **Review** | Response returned to originator for further comment/discussion as appropriate. | 1 week |
| **Review** | The programme specification is made available on Workspace for review by School representatives on the relevant Teaching and Learning Network.  | 10 days |
| **Review** | Any comments that require a response are sent to the initiating School. | 1 week |
| **Review** | Response returned to originator for further comment/discussion as appropriate. | 1 week |
| **Approval** | When all comments gathered and queries resolved, summary of comments and any responses are sent together with the programme specification for consideration to two members of the Quality and Standards Committee, one from the Faculty and one from a different Faculty.  | 2 weeks |
| **Approval** | Any comments that require a response are sent to the initiating School. | 1 week |
| **Approval** | Response returned to QSC members for further comment/discussion as appropriate.QSC members approve programme specification when all queries are resolved. In the unlikely situation that there are significant areas where agreement between the initiating School and the QSC can not be reached then the Academic Services Division will take appropriate steps to escalate the approval process as appropriate. This could include discussion by the full QSC or referral to the Teaching and Learning Board. | 1 week |
| **Uploading to Saturn** | ASD enters the programme specification into Saturn and informs School of approval.Approval of the programme specification is recorded in database for reporting at the next Quality and Standards Committee meeting. | 1 day |

# New Research programmes with either a) a defined programme of study or b) a significant cost implication or c) do not conform to generic study regulations.

Approval of a this programme is a two part process including

Part 1: Business case

Part 2: Programme specification

[Please note that these stages can be taken either separately or in tandem.]

## Part 1

Guidance on the business case template can be found in the quality manual at

[http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/businesscaseforanewprogramme-template.aspx.](http://www.nottingham.ac.uk/academicservices/qualitymanual/programmeapproval%2Cmonitoringandreview/businesscaseforanewcourse-template.aspx).

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| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | School submits business case to Academic Services Division (ASD).ASD undertakes initial review. | 1 week |
| **Review** | Business case is circulated to following for comment: Information Services, Planning & Management Information Division (PMID), International Office, Student Administration, Curriculum Management, Timetabling, Financial Management and Admissions. | 1 week |
| **Review** | Any comments that require a response are sent to the initiating School. | 1 week |
| **Review** | Response returned to originator for further comment/discussion as appropriate. | 1 week |
| **Approval** | When all comments gathered and queries resolved, summary of comments and any responses are sent together with business case for consideration to the relevant Faculty Dean. If there are significant resource issues surrounding a new UK programme the Dean consults the Faculty PVC. Dean may also consult School or others as appropriate and informs ASD of his/her decision. If School is unhappy with decision the Dean may request Faculty PVC to consider. | 2 weeks |
| **Uploading to Saturn** | ASD requests course code for the programme from PMID.ASD sets up basic programme details in Saturn curriculum database ASD informs School and professional services of approval and set up of the programme. The School can start advertising the programme. | 1 week |

## Part 2

Guidance on the programme specification template can be found in the quality manual at

[http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/programmespecificationguidance.aspx](http://www.nottingham.ac.uk/academicservices/qualitymanual/programmeapproval%2Cmonitoringandreview/programmespecificationguidance.aspx).

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| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | School submits programme specification to Academic Services Division (ASD).ASD undertakes initial review. | 1 week |
| **Review** | Programme specification is circulated to following for comment: Student Administration, Curriculum Management and Quality and Standards within Academic Administration. | 1 week |
| **Review** | Any comments that require a response from School sent to School. | 1 week |
| **Review** | Response returned to originator for further comment as appropriate. | 1 week |
| **Approval** | The Academic Services Division uses what measures are necessary to ensure that the programme follows university regulations. Any proposals outside of regulations are referred to the Quality and Standards Committee. | As appropriate to the case |
| **Uploading to Saturn** | ASD enters the programme specification into Saturn and informs School of approval and upload of programme specifications.Approval of the programme specification is recorded in database for reporting at the next Quality and Standards Committee meeting. | 1 day |

# New Undergraduate and Postgraduate Taught programmes to be offered on one of the Asia campuses

Approval of a this programme is a two part process including

Part 1: Business case

Part 2: Programme specification

[Please note that these stages can be taken either separately or in tandem.]

A guide for approval of programmes at the Asia campuses has also been written by the International Office and can be found on the International Campus Documentation Workspace at <https://workspace.nottingham.ac.uk/display/OCD/Home> , you may also wish to refer to this document.

## Part 1

Guidance on the business case template can be found in the quality manual at <http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/businesscaseforanewprogramme-template.aspx>

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| **Stage** | **Description** | **Timeframe (approx)** |
| **Pre-submission** | The initial proposal to offer a new programme at one of the Asia campuses should be considered by the relevant academic unit at that campus and the School’s administrative base (currently mostly on the UK campus)[[3]](#footnote-3). | As appropriate to the case |
| **Pre-submission** | Schools should advise the PVC International Campuses at an early stage and copy in the International Campus Support Officer in the International Office. | As appropriate to the case |
| **Pre-submission** | A copy of the programme specification and a shortened business case are submitted to the local Campus Teaching Committee (CTC), which considers implications of delivering and gives local approval. | As appropriate to the case |
| **Submission** | School submits business case to Academic Services Division (ASD). |  |
| **Review** | ASD reviews business case and refers to School if necessary for amendment.ASD confirms local approval with Chair of relevant Campus Teaching Committee (or Quality and Standard Committee depending on the campus) | 1 week |
| **Approval** | ASD submits business case for consideration to PVC International Campuses for approval. PVC may consult School or others as appropriate. | 2 weeks |
| **Uploading to Saturn** | Once approved ASD will inform relevant administrator on the international campus who sets up programme in Saturn (Ningbo/Malaysia) and seeks any further local approvals as needed. Please note that there are significant local government approvals which may be necessary for the introduction of some programmes. We would highly recommend that you make early contact with Helen Foster, Head of Partnership Development, who will be able to advise you of relevant contacts on the Asia campuses.Once the business case has been approved (and subject to any required local approval being in place) the programme can be advertised. | 1 week |

## Part 2

Guidance on the programme specification template can be found in the quality manual at <http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/programmespecificationguidance.aspx>

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| --- | --- | --- |
| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | School submits programme specification to Academic Services Division (ASD). |  |
| **Review** | ASD reviews programme specification and refers to School if necessary for amendment.ASD confirms local approval with Chair of relevant Campus Teaching Committee | 1 week |
| **Review** | The programme specification is made available on Workspace for review by School representatives on the relevant Teaching and Learning Network.  | 10 days |
| **Review** | Any comments that require a response are sent to the initiating School. | 1 week |
| **Review** | Response returned to originator for further comment as appropriate. | 1 week |
| **Approval** | When all comments gathered and queries resolved, summary of comments and any responses sent together with the programme specification for consideration to two members of the Quality and Standards Committee, one from the Faculty and one from a different Faculty.  | 2 weeks |
| **Approval** | Any comments that require a response from School sent to School. | 1 week |
| **Approval** | Response returned to QSC members for further comment/discussion as appropriate. QSC members approve programme specification when all queries are resolved. In the unlikely situation that there are significant areas where agreement between the initiating School and the QSC can not be reached then the Academic Services Division will take appropriate steps to escalate the approval process as appropriate. This could include discussion by the full QSC or referral to the Teaching and Learning Board. | 1 week |
| **Post-approval** | The programme specification may be altered as it goes through approval from that originally agreed by the local CTC. Should this be the case, the School must ensure that the local CTC continues to support the programme. If the local CTC no longer supports the programme further discussions must take place between the international campus and the School and a resubmission made to ASD. |  |
| **Uploading to Saturn** | ASD informs relevant administrator on the international campus of approval who sets up programme in Saturn (Ningbo/Malaysia) and seeks any further local approvals needed.Approval of the programme specification is recorded in database for reporting at the next Quality and Standards Committee meeting. | 1 week |

# New Research programmes with either a) a defined programme of study or b) a significant cost implication or c) do not conform to generic study regulations on one of the Asia Campuses

Approval of a this programme is a two part process including

Part 1: Business case

Part 2: Programme specification

[Please note that these stages can be taken either separately or in tandem.]

## Part 1

Guidance on the business case template can be found in the quality manual at <http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/businesscaseforanewprogramme-template.aspx>

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| **Stage** | **Description** | **Timeframe (approx)** |
| **Pre-submission** | The initial proposal to offer a new programme at one of the Asia campuses should be considered by the relevant academic unit at that campus and the School’s administrative base (currently mostly on the UK campus)[[4]](#footnote-4). | As appropriate to the case |
| **Pre-submission** | Schools should advise the PVC International Campuses at an early stage and copy in the International Campus Support Officer in the International Office. | As appropriate to the case |
| **Pre-submission** | A copy of the programme specification and a shortened business case are submitted to the local Campus Teaching Committee (CTC), which considers implications of delivering and gives local approval. | As appropriate to the case |
| **Submission** | School submits Business Case to Academic Services Division (ASD). |  |
| **Review** | ASD reviews business case and refers to School if necessary for amendment.ASD confirms local approval with Chair of relevant Campus Teaching Committee (or Quality and Standards Committee depending on the campus) | 1 week |
| **Approval** | ASD submits business case for consideration to PVC International Campuses for approval. PVC may consult School or others as appropriate. | 2 weeks |
| **Uploading to Saturn** | Once approved ASD will inform relevant administrator on the international campus who sets up programme in Saturn (Ningbo/Malaysia) and seeks any further local approvals needed. . Please note that there are significant local government approvals which may be necessary for the introduction of some programmes. We would highly recommend that you make early contact with Helen Foster, Head of Partnership Development, who will be able to advise you of relevant contacts on the Asia campuses.Once the business case has been approved (and subject to any required local approval being in place) the programme can be advertised. | 1 week |

## Part 2

Guidance on the programme specification template can be found in the quality manual at <http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/programmespecificationguidance.aspx>

|  |  |  |
| --- | --- | --- |
| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | School submits programme specification to Academic Services Division (ASD). |  |
| **Review** | ASD reviews programme specification and refers to School if necessary for amendment.ASD confirms local approval with Chair of relevant Campus Teaching Committee | 1 week |
| **Approval** | The Academic Services Division uses what measures are necessary to ensure that the programme follows university regulations. Any proposals outside of regulations are referred to the Quality and Standards Committee.  | As appropriate to the case |
| **Post-approval** | The programme specification may be altered as it goes through approval from that originally agreed by the local CTC. Should this be the case, the School must ensure that the local CTC continues to support the programme. If the local CTC no longer supports the programme further discussions must take place between the international campus and the School and a resubmission made to ASD. |  |
| **Uploading to Saturn** | ASD informs relevant administrator on the international campus of approval who sets up programme in Saturn (Ningbo/Malaysia) and seeks any further local approvals needed.Approval of the programme specification is recorded in database for reporting at the next Quality and Standards Committee meeting. | 1 week |

# Undergraduate and Postgraduate Taught programmes already offered on one campus, newly to be offered at a different campus.

Approval of this programme is a single process.

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| **Stage** | **Description** | **Timeframe (approx)** |
| **Pre-Submission** | In order for a programme to be approved as ‘based on an existing programme’ it should at minimum have the same compulsory modules, be of the same duration (with the exception of an additional foundation year) and have the same learning outcomes as the original programme. Local variations in title, optional modules, mode of delivery and assessment are acceptable.  |  |
| **Submission** | School submits shortened business case and programme specification to Academic Services Division (ASD). |  |
| **Review** | ASD reviews business case and programme specification and refers to School if necessary for amendment.ASD confirms local approval of business case and programme specification with Chair of relevant Campus Teaching Committee. | 1 week |
| **Approval** | The Academic Services Division uses what measures are necessary to ensure that the programme follows university regulations. Any proposals outside of regulations are referred to the Quality and Standards Committee.  | As appropriate to the case |
| **Post-approval** | The programme specification may be altered as it goes through approval from that originally agreed by the local CTC. Should this be the case, the School must ensure that the local CTC continues to support the programme. If the local CTC no longer supports the programme further discussions must take place between the international campus and the School and a resubmission made to ASD. | As appropriate to the case |
| **Uploading to Saturn** | ASD informs relevant administrator on the international campus of approval who sets up programme in Saturn (Ningbo/Malaysia) and seeks any further local approvals needed.Approval of the programme specification is recorded in database for reporting at the next Quality and Standards Committee meeting. | 1 week |

# New No Award programmes on any campus

New No Award programmes are most commonly associated with the International Office and CELE.

Approval of this programme is a single process.

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| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | ASD receives request for new No Award programme (details provided by the School should include: UG/PG, administering School, length of study, mode of study). |  |
| **Approval** | The Academic Services Division uses what measures are necessary to ensure that the programme does not require any higher level of approval. | As appropriate to the case |
| **Uploading to Saturn** | For UK programmes ASD sets up basic programme details in Saturn curriculum database and informs originator.For programmes running at the Asia campuses the relevant campus sets up basic programme details in Saturn curriculum database and seeks any further local approvals needed. | 1 week |

# New Ordinary Degree programmes associated with existing Honours Degrees

Approval of this programme is a single process.

Guidance on Ordinary degrees can be found at [http://www.nottingham.ac.uk/academicservices/qualitymanual/studyregulations/application-of-regulations-for-students-who-fail-to-meet-honours-requirements.aspx](http://www.nottingham.ac.uk/academicservices/qualitymanual/miscellaneouspolicies/guidance-on-students-who-fail-to-meet-honours-requirements.aspx)

|  |  |  |
| --- | --- | --- |
| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | A programme specification should be submitted to the Academic Services Division. |  |
| **Approval** | The Academic Services Division uses what measures are necessary to ensure that the programme follows university regulations. Any proposals outside of regulations are referred to the Quality and Standards Committee. | As appropriate to the case |
| **Uploading to Saturn** | For UK programmes ASD sets up basic programme details in Saturn curriculum database and informs originator.For programmes running at the Asia campuses the relevant campus sets up basic programme details in Saturn curriculum database and seeks any further local approvals needed. | 1 week |

# New degrees for which a higher qualification (or the same level qualification) has already been approved

Examples: the award of PGDip where the award of MSc is already approved or the creation of a part time version of an already approved full time programme

Approval of this programme is a single process.

Guidance on the programme specification template can be found in the quality manual at <http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/programmespecificationguidance.aspx>

|  |  |  |
| --- | --- | --- |
| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | A programme specification should be submitted to the Academic Services Division. |  |
| **Approval** | The Academic Services Division uses what measures are necessary to ensure that the programme follows university regulations. Any proposals outside of regulations are referred to the Quality and Standards Committee. | As appropriate to the case |
| **Uploading to Saturn** | For UK programmes ASD requests course codes from Admissions and/or PMID to set up basic programme details in Saturn curriculum database and informs originator.For programmes running at the Asia campuses the relevant campus sets up basic programme details in Saturn curriculum database and seeks any further local approvals needed. | 1 week |

# New Fallback award

Approval of this programme is a single process.

There are a number of circumstances under which it might be necessary to create a fallback award.

A fallback award is the term used to describe the degree awarded to a student who, either through academic failure or various personal circumstances, is not eligible to receive the level of degree for which they were originally registered.

The University automatically awards fallback degrees in the following instances:

|  |  |
| --- | --- |
| Original Registration | Fallback Degree/s |
| Bachelor Degrees | Undergraduate CertificatesUndergraduate DiplomasOrdinary Degrees (if specified as available in programme specification)Pass Degrees |
| Integrated Masters Degrees | Undergraduate CertificatesUndergraduate DiplomasOrdinary Degrees (if specified as available in programme specification)Pass DegreesBachelors Degrees |
| Masters Degrees | Postgraduate CertificatesPostgraduate Diplomas |

Any programme for which higher than standard university progression or award criteria are applied (usually as a result of some Professional Body Accreditation) must have a fallback degree which can be awarded in circumstances where a student meets all university regulations, but not the more stringent accrediting body regulations.

In any circumstances where the fallback award has the same title as the higher award it is not necessary to have a separate programme specification created. Only in the following instances is it necessary to have a separate programme specification:

* The Award of Ordinary Degree
* Where the award has a different title to the original degree – for example MPharm Pharmacy has a fallback award of BSc Pharmaceutical Sciences.

In order to award either of the above a programme specification must exist in our Student Management System (Saturn) and reference should be made to the name of the ‘fallback’ award in the original programme specification.

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| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | A programme specification should be submitted to the Academic Services Division along with the revised ‘higher’ award programme specification. |  |
| **Approval** | The Academic Services Division uses what measures are necessary to ensure that the programme follows university regulations. Any proposals outside of regulations, or that are deemed to be significant changes ([as defined by the Quality Manual](http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/policy-for-approval-of-changes-to-programme-specifications.aspx)), are referred to the Quality and Standards Committee. | As appropriate to the case |
| **Uploading to Saturn** | For UK programmes ASD requests course codes from Admissions and/or PMID to set up basic programme details in Saturn curriculum database and informs originator.For programmes running at the Asia campuses the relevant campus sets up basic programme details in Saturn curriculum database and seeks any further local approvals needed. | 1 week |

# New Research programmes with no defined programme of study, no significant cost implications and do conform to generic study regulations.

Approval of this programme is a single process.

Research Degrees which conform to generic regulations found at <http://www.nottingham.ac.uk/academicservices/qualitymanual/studyregulations/index-page-research-degree-regulations.aspx>.

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| --- | --- | --- |
| **Stage** | **Description** | **Timeframe (approx)** |
| **Submission** | School submits Form for Generic Research Degrees provided by ASD. In it must provide confirmation of the following details:1. That the Research Degree will follow the standard regulations
2. That there is no defined pattern of taught modules associated with the programme.
3. Whether the programme will be offered full and/or part time.
4. Whether the programme will be offered as standard and/or non-standard start
5. Which fee band will be associated with the programme
 |  |
| **Approval** | The Academic Services Division uses what measures are necessary to ensure that the programme follows university regulations.  | As appropriate to the case |
| **Uploading to Saturn** | For UK programmes ASD requests course codes from Admissions and/or PMID to set up basic programme details in Saturn curriculum database and informs originator.For programmes running at the Asia campuses the relevant campus sets up basic programme details in Saturn curriculum database and seeks any further local approvals needed. | 1 week |

# Useful Contacts

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| --- | --- |
| Nicola Rossall | UG Admissions Manager |
| Rachel Gillam | PG Admissions Manager |
| Rachel Atkin | Director of Admissions |
| Andrew Hindmarsh | Head of Planning & Management Information Division |
| Corinne Leighton | Planning, Management Information Division (for codes and HESA information) |
| Simret Dhanjal | Planning, Management Information Division (for Market Intelligence)  |
| Christine Middleton | Information Services |
| Martyn Edwards/Harriet Matthews | Head of Study Abroad (No Award programmes) and Assistant Director |
| Stephen Doughty | Chair of CTC Malaysia |
| Julie Sanders | Chair of CTC Ningbo |
| Helen Foster | International Office (Head of Partnership Development) |
| Sandra Mienczakowski | Student Administration |
| Joo Pei Poh | UNMC Student Registry Officer |
| Annie Jiang | UNNC Academic Services Officer |
| Vivian Zhu | UNNC Secretary to Academic Services Officer |

# Glossary of Abbreviations

|  |  |
| --- | --- |
| ASD | Academic Services Division |
| CTC | Campus Teaching Committee  |
| LTN | Learning and Teaching Network |
| PMID | Planning and Management Information Division |
| PVC | Pro-Vice Chancellor |
| QSC | Quality and Standards Committee |
| UNMC | University of Nottingham Malaysia Campus |
| UNNC | University of Nottingham Ningbo Campus |

1. Please note that any cohort based split site PhDs may require additional discussions and approvals [↑](#footnote-ref-1)
2. Please note that any cohort based split site PhDs may require additional discussions and approvals [↑](#footnote-ref-2)
3. While the most common instance will be that of the transfer of a programme from the UK campus to either China or Malaysia, it is recognised that there are also opportunities for programmes to move in the other direction. [↑](#footnote-ref-3)
4. While the most common instance will be that of the transfer of a programme from the UK campus to either China or Malaysia, it is recognised that there are also opportunities for programmes to move in the other direction. [↑](#footnote-ref-4)