










## PARM & ASSOCIATED APPROVAL PROCESSES – AT A GLANCE

ACTIVITY	FACULTY		CASQE / P&MI		ASSc		ACADEMIC DEVELOPMENT COMMITTEE		ACADEMIC BOARD
<b>Programme Approval, Review, Modification SAF</b>	<b><i>NB Proposals must be aligned with the Faculty Strategic Plan BEFORE moving to SAF stage.</i></b> SAFs approved by FEG & signed off by Dean. Submitted to P&MI (copy to CASQE) <i>Forms: SAF</i>	→	SAFs published on P&MI website (for info) & circulated to Deans for university-wide consultation. At close of publication period, P&MI submit SAFs & any comments to DVC for consideration and approval. If approved, proposals receive <b>Strategic Approval</b>  <i>Final decision reported to Faculty and CASQE by P&amp;MI Once strategic approval received Faculty confirms and completes arrangements for academic scrutiny</i>	→					DVC makes annual report to Academic Board on proposals given Strategic Approval
<b>Requests for exemption from/variation to University UG or PG Regulations</b>	Considered by FADC at the same time that FEG considers SAF Once approved at FADC, requests for variation/exemption submitted to CASQE	→	Head of CASQE scrutinises request & makes recommendation to ASSc	→	ASSc considers &, if appropriate, approves request. <b>NB Approval must be received before academic scrutiny of proposal.</b> <i>Decision reported to Faculty &amp; relevant CASQE Officer by Ctee Secretary</i>	→	ASSc reports outcome to ADC for information		
<b>Discontinuation of programmes</b>	Considered by FEG & approved by Dean <i>Form: SAF signed by Dean and submitted to P&amp;MI (copy to CASQE)</i>	→	P&MI makes recommendation to DVC. DVC takes decision on discontinuation. <i>Final decision reported to Faculty and CASQE by P&amp;MI</i>	→					DVC makes annual report to Academic Board on approved programme discontinuations
<b>Deferral of Periodic Review</b>	Considered by FADC and approved by Dean <i>Form: PARM6 (DEFER1) signed by Dean and submitted to CASQE</i>	→	Head of CASQE makes decision whether or not to approve deferral	→	Decision report to ASSc for information  <i>Final decision reported to Faculty by CASQE &amp; reported to P&amp;MI for update of Strategic Plan</i>				

ACTIVITY	FACULTY		CASQE / P&MI		ASSc	ACADEMIC DEVELOPMENT COMMITTEE		ACADEMIC BOARD
<b>PARM Reports</b>	Draft report approved by Chair for circulation & agreed by Panel. Any further changes made by Panel approved by Chair. Confirmed report submitted to CASQE (Link Officer and Marian Kelly) Also submitted to FADC (in tandem)		Head of CASQE makes recommendation for approval of Panel recommendation (subject to fulfilment of any conditions) to ASSc		ASSc approves Panel recommendation on behalf of ADC (subject to fulfilment of any conditions).  <i>Final decision reported to Faculty by CASQE</i>	ASSc reports outcome to ADC for information.		
<b>PARM Reports – Response to conditions of approval (where separate from report)</b>	Response approved by Panel Chair (or full Panel if specifically agreed at event). Electronic copy of Section C of PARM report completed and submitted to CASQE with evidence of Chair’s support ( <i>preferably copy signed by Chair or email, memo from Chair</i> )		Head of CASQE makes recommendation to ASSc that the panel’s recommendation of approval be confirmed		ASSc approves response to conditions of approval.  <i>Final decision reported to Faculty by CASQE</i>	ASSc reports outcome to ADC for information		
<b>Requests for new University award</b>	<i>Informal consultation with Head of CASQE prior to any formal submission to FADC</i> Request considered by FADC at the same time as SAF considered by FEG. <i>Form: PARM14 signed by Dean and submitted to CASQE</i>		Head of CASQE makes recommendation for approval of new award to ADC			ADC makes recommendation on new award to AB		AB takes decision to approve new award.  <i>Final decision reported to Faculty by CASQE</i>
<b>Proposals to change/vary the University Regulations for UG or PG Programmes</b>	Programme Team submits proposals for initial consideration by Head of CASQE. NB changes/variations only considered where <b>required</b> by PSRB		Head of CASQE makes recommendation to ADC			ADC makes recommendation to AB		AB takes decision to approve.  <i>Amendments incorporated into University Regulations</i>