Course proposals should be fully approved by Council in a timeframe that allows sufficient time ahead of the planned admission date, for:
* Listing in the CAO Handbook and UG Prospectus for 2017 entry courses.
* Sufficient time to market direct entry courses if not included in the UG Prospectus for year of entry (+ months)
* Course uptake.

1. **Idea for Course**
   - Proposer
   - Idea for Course Proposal

2. **Complete Basic Proposal**
   - Proposer
   - Proposer
   - Download Template

3. **Consult with Faculty**
   - Proposer
   - Consult with Faculty
   - Consult with Dean of Online Education if Online or Blended Learning Proposal
   - Consult with Library on of Course Proposal (Subject Librarian)

4. **Complete Basic Proposal**
   - Proposer
   - Download Template

5. **Consult with FSD and TSM**
   - Proposer
   - Consult with FSD and TSM
   - Consult with Director and TSM Management

6. **Course proposals should be fully approved by Council in a timeframe that allows sufficient time ahead of the planned admission date, for:***
   - Listing in the CAO Handbook and UG Prospectus for 2017 entry courses.
   - Sufficient time to market direct entry courses if not included in the UG Prospectus for year of entry (+ months)
   - Course uptake.

7. **Full Course Proposal and Finance considered by Faculty Dean**
   - Proposer
   - Proposal amendments made following School / Faculty Executive
   - Proposal amendments made following School / Faculty Executive
   - Proposal amendments made following School / Faculty Executive

8. **Prepare Proposal for UG Prospectus**
   - Proposer
   - Refer to TSM Course Committee for pre approval prior to USC
   - Refer to TSM Course Committee for pre approval prior to USC
   - Refer to TSM Course Committee for pre approval prior to USC

9. **Final Review by TTL**
   - Proposer
   - End of Consultation Phase

10. **Proposal reviewed by External Reviewer**
    - Proposer
    - Yes

11. **Proposal reviewed by External Reviewer**
    - Proposer
    - Yes

12. **Proposal reviewed by External Reviewer**
    - Proposer
    - Yes

13. **Proposal reviewed by External Reviewer**
    - Proposer
    - Yes

14. **Proposal reviewed by External Reviewer**
    - Proposer
    - Yes

15. **Proposal reviewed by External Reviewer**
    - Proposer
    - Yes
Under Graduate Course Proposal Approval Process

**Approval Phase**

1. **Step 1**: TTT/SL provides initial proposal to Academic Registry.

2. **Step 2**: Academic Registry reviews the proposal and provides comments back to TTT/SL.

3. **Step 3**: TTT/SL reviews the comments and returns to Academic Registry.

4. **Step 4**: Academic Registry reviews the comments and returns to TTT/SL.

5. **Step 5**: TTT/SL considers and responds to Academic Registry.

6. **Step 6**: Academic Registry reviews the comments and returns to TTT/SL.

7. **Step 7**: TTT/SL presents Course Proposal at Council.

**Follow-up Processes**

8. **Step 8**: TTT/SL allocates modules to course structure in CMS and assign students to modules.

9. **Step 9**: Secretary’s Office extracts Calendar Entry from Proposal and enters into Calendar.

10. **Step 10**: Academic Registry registers course on International Register.

11. **Step 11**: CAPSL set up modules on Blackboard.

12. **Step 12**: SETU set up course structure in SITS and assigns students to modules within 3 weeks of Council approval.

13. **Step 13**: Email council minutes to AR with outcome of Sect A Proposals.

14. **Step 14**: AR set up Course structure in SITS within 3 weeks of Council approval.

15. **Step 15**: Academic Registry registers course on International Register.

End of Process

Course Goes Live