

## Appendix 3: How to get Strategic Approval and Academic Approval for new or modified programme(s) – incl. links

Can be located on the SEO web pages at [this link](#) and looks like this:



## Strategic Approval and Academic Approval

All new and modified programme proposals require Academic Approval before any significant development work is undertaken.

### Strategic Approval

Proposals that involve a partner organisation or which involve financial investment by the University require approval from the Strategic Planning and Resource Development Committee (SPRDC). To obtain this approval a completed **Strategic Approval Form (SAF)** should be submitted to the [Secretary of SPRDC](#).

**New programme proposals** require Academic Approval and this can be obtained in one of two ways, as follows:

New programme proposals, both those that have required Strategic Approval and those that do not, require approval by Programmes Committee. All proposals need to be included on a **Programme Approval Form (PAF)** which is to be submitted to the [Secretary of Programmes Committee](#).

**Higher and Degree Apprenticeship** require Academic Approval please see the Higher and Degree Apprenticeship information pages via [this link](#). Once completed the **Apprenticeship Approval Form (AAF)** is to be submitted to the [Secretary of Programmes Committee](#).

**Modification to an existing programme** requires Academic Approval and this can be obtained, as follows:

A completed **Change Approval Form (CAF)** should be submitted to the [Secretary of Programmes Committee](#).

The procedure to be followed is documented in [Process Guide - Approval for Modification to Module and/or Programme Specifications 2018-19](#).

**Programme Closure or Suspension** requires approval from Programmes Committee as follows:

A completed [Programme Closure and Suspension Form](#) should be submitted to the [Secretary of Programmes Committee](#).

### Financial Planning for Programme Approval

The following spreadsheet can be used to provide the Appendix 1 financial information which is required for all Strategic, Academic and/or Apprenticeship Approval processes.

[Appendix 1 - Financial Planning for Approval Process](#)

If you have any questions please contact the Standards and Enhancement Office at [seo@bolton.ac.uk](mailto:seo@bolton.ac.uk) or telephone Angela Nuttall 01204 903152.

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