

The University's Academic Approval Process ensures that all disciplines, programmes, and courses meet high academic standards and align with the institution's strategic goals. This process safeguards academic integrity and provides an opportunity for innovation and collaboration across teams.



## GLOBAL CURRICULUM MANAGEMENT (GCM) SYSTEM SUBMISSION

All proposals—whether for new programmes, modifications or withdrawals—must be submitted via the University's Global Curriculum Management system. This system supports the creation, amendment, and submission of courses and programmes.



## SCHOOL-LEVEL APPROVAL

The School Studies Committee reviews proposals within the respective School, ensuring they meet internal academic and strategic standards. New, modified or withdrawal of courses and minor programme changes can often be fully approved at this level.



## UNIVERSITY-LEVEL SCRUTINY

Proposals that require University-level approval are forwarded to the appropriate committee:

- Studies Committee (for taught programmes)
- Research Degrees Committee (for research programmes)

These are subcommittees under the University Committee for Quality and Standards (UCQS) and University Committee for Research and Innovation (UCRI), respectively.



## UNIVERSITY SENATE APPROVAL

The Senate has ultimate responsibility for academic approvals. For high-risk activities, such as introducing new disciplines or partnership arrangements, Senate approval may be required.

For urgent matters, the Senate Business Committee can act under delegated authority.

The exact route for approval depends on the type of modification being made. The Approval Route Guidance document ([linked via GCM](#)) provides specific details on the appropriate pathways for different types of proposals.

Approvals are categorised by the level of risk associated with the proposed activity, from low-risk course modifications to high-risk activities like new partnerships or distance learning initiatives.

## Resources

- Email [gcmenquiries@hw.ac.uk](mailto:gcmenquiries@hw.ac.uk) for assistance.
- Visit the [Academic Approvals webpage](#) for comprehensive information.
- Explore the [GCM SharePoint Hub](#) for advice and resources.
- Get support for every stage of development using the [Professional Services Contact List](#).
- Access resources for new programmes or modifications via the [Curriculum & Assessment Design Toolkit](#)

