

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

New Postgraduate Programme Quick Start Guide

This quickstart guide is available on the College intranet. If you didn't get the document there, you can check you have the most recent version by [visiting the intranet](#).

1	Write proposal	<ul style="list-style-type: none">▪ Discuss the proposal informally with your Postgraduate Director and/or Head of School to get initial support▪ Write the proposal using the new programme proposal template▪ Workshop the proposal with colleagues in your subject area and cognate disciplines across the College and University▪ Seek advice on fees and costings from your School Postgraduate Office and the College Planning and Resources team
2	Get School support	<ul style="list-style-type: none">▪ Engage an external assessor to review and provide feedback on the proposal – see the proposal template for details▪ Submit the proposal to your next School Board of Studies for School approval▪ There may be subject-area level approval or review processes – seek guidance on these from your local administrators
3	Submit for approval	<ul style="list-style-type: none">▪ Submit the approved proposal to the College Postgraduate Office – see the proposal template for details▪ College Postgraduate Office will have the proposal reviewed by at least two members of the Postgraduate Studies Committee, the Dean of Postgraduate Studies and the Fee Strategy Group▪ College Postgraduate Office will be in contact if you need to respond to review comments or make changes
4	Setup and recruit	<ul style="list-style-type: none">▪ If approved, the new programme will be created in EUCLID and a page created on the degree finder. The College Postgraduate Office do this for you.▪ Your School Graduate Office will create Degree Programme Tables (DPTs), and any other relevant systems▪ You can now formally recruit students.▪ The College Marketing team can provide advice on promoting and recruiting for your programme
Further information	External Collaboration	If your programme will be delivered or awarded in collaboration with an external partner, you should also contact the College Postgraduate Office for advice on process and timelines. The University also provides a detailed wiki on the process of setting up collaborative agreements including templates for Memorandums of Understanding and Agreement.
	Other resources	University guidance and policy on curriculum development, including new programme proposals. UK Quality Code for Higher Education, Chapter B1 Programme Design, Development and Approval Scottish Qualification Framework Descriptors for Level 11 and 12

