RAY SUBMISSIONS – POSTGRADUATE PROGRAMMES

Categories of Academic and Resource/Administrative Risk

Is this a new programme proposal?
- Yes, category 1 proposal required
- No, it is a modification

Is the programme in the same cognate area as other programmes? (subject and SCQF level)
- Yes
- No

Where is the programme being delivered?
- Yes
- No

Consult the Clerk to PGSC

Does modification involve changes to/additions of:
- Modes of Study
- Locations of Study
- Language of Instruction
- Language of Assessment
- Approved Learning Partner
- Collaborative Partner
- Joint/Dual Award
- No formal Award

- Yes, Submit Category 1, programme proposal
- No, just one

Submit Category 1, course proposal (see course flowchart)

Submit Category 2, short form programme proposal to PGSC.

Complete Forms: 7B, 15, 2, 18, 19

*Information on resources/admin arrangements should be included within the relevant sections of Form 2. The higher the risk, the more detail required.*
RAY SUBMISSIONS – POSTGRADUATE COURSES

Categories of Academic and Resource/Administrative Risk

Is this a new course proposal?
- Yes, category 1 proposal required
- No, it is a modification

Is the course in the same cognate area as other courses (subject and SCQF level)?
- Yes
- No, it is either blended learning or independent study

Does modification involve changes to/additions of:
- Modes of Study
- Locations of Study
- Language of Instruction
- Language of Assessment
- Approved Learning Partner
- Collaborative Partner
- Joint/Dual Award
- No formal Award

Submit Category 2, short form programme proposal to PGSC.

Complete Forms:
7B, 15, 2, 18, 19

Is the course for conventional delivery? (ie not blended learning or independent study)
- Yes
- No, it is either blended learning or independent study

Where is the course being delivered?
- Yes
- No

Consult the Clerk to PGSC

Consult the Clerk to PGSC

Edinburgh Campus
Scottish Borders Campus
Orkney Campus (ICIT)

Dubai Campus
Collaborative Partner

Proposal is categorised as:
- Low Academic Risk
- Low Resource/Admin Risk

Forms to PGSC:
4 (for a new course) or
8B (for modified course) plus 5, 18, 19

Proposal is categorised as:
- Low Academic Risk
- High Resource/Admin Risk

Forms to PGSC:
4 (for a new course) or
8B (for modified course) plus 5, 18, 19

Additional Info to PGSC:
* Resources / admin arrangements

* Information on resources/admin arrangements should be included within the relevant sections of Form 2. The higher the risk, the more detail required.
Is this a new programme proposal?

Is the programme in the same cognate area as other programmes? (subject and SCQF level)

Where is the programme being delivered?

Consult the Clerk to USC

Yes, category 1 proposal required

No, it is a modification

Does modification involve changes to/additions of:
- Modes of Study
- Locations of Study
- Language of Instruction
- Language of Assessment
- Approved Learning Partner
- Collaborative Partner
- Joint/Dual Award
- No formal Award

Submit Category 1, programme proposal

If no, just one

Submit Category 2, short form programme proposal to USC.

Complete Forms: 7A, 15, 2, 16, 17, 19

Yes, the programme for conventional delivery? (ie not blended learning or independent study)

Yes

No, it is either blended learning, or independent study

Consult the Clerk to USC

Do these changes affect two or more courses?

Yes

No, just one

Submit Category 1, course proposal (see course flowchart)

Consult the Clerk to USC

Yes

No

Where is the programme being delivered?

Edinburgh Campus
Scottish Borders Campus
Orkney Campus (ICIT)

Dubai Campus

Collaborative Partner

Proposal is categorised as:
- Low Academic Risk
- Low Resource/Admin Risk

Forms to USC:
1 (for a new programme) or 7A (for modified programme) plus 2, 15, 16, 17, 19

Additional Info to USC:
* Resources / admin arrangements

Proposal is categorised as:
- Low Academic Risk
- High Resource/Admin Risk

Forms to USC:
1 (for a new programme) or 7A (for modified programme) plus 2, 15, 16, 17, 19

Additional Info to USC:
* Resources / admin arrangements

Proposal is categorised as:
- High Academic Risk
- Low Resource/Admin Risk

Forms to USC:
1 (for a new programme) or 7A (for modified programme) plus 2, 15, 16, 17, 19

Additional Info to USC:
* Resources / admin arrangements

Proposal is categorised as:
- High Academic Risk
- High Resource/Admin Risk

Forms to USC:
1 (for a new programme) or 7A (for modified programme) plus 2, 15, 16, 17, 19

Plus module descriptors

Additional Info to USC:
* Resources / admin arrangements

* Information on resources/admin arrangements should be included within the relevant sections of Form 2. The higher the risk, the more detail required.
RAY SUBMISSIONS – UNDERGRADUATE COURSES

Categories of Academic and Resource/Administrative Risk

Is this a new course proposal?

Yes, category 1 proposal required

Is this a new course proposal?

Yes, category 1 proposal required

Is the course for conventional delivery? (i.e. not blended learning or independent study)

Yes

Where is the course being delivered?

Yes

Proposal is categorised as:

- Low Academic Risk
- Low Resource/Admin Risk

Forms to USC:

4 (for a new course) or 8A (for modified course) plus 5, 16, 17, 19

Additional Info to USC:

* Resources / admin arrangements

No

Is the course for conventional delivery? (i.e. not blended learning or independent study)

No, it is either blended learning or independent study

Proposal is categorised as:

- Low Academic Risk
- High Resource/Admin Risk

Forms to USC:

4 (for a new course) or 8A (for modified course) plus 5, 16, 17, 19

Additional Info to USC:

* Resources / admin arrangements

Consult the Clerk to USC

Is the course in the same cognate area as other courses (subject and SCQF level)

Yes

Consult the Clerk to USC

No

Yes

Consult the Clerk to USC

No, it is a modification

Is the course in the same cognate area as other courses (subject and SCQF level)

Yes

Consult the Clerk to USC

No

Consult the Clerk to USC

Does modification involve changes to/additions of:

- Modes of Study
- Locations of Study
- Language of Instruction
- Language of Assessment
- Approved Learning Partner
- Collaborative Partner
- Joint/Dual Award
- No formal Award

Yes, category 1, full course proposal required

Submit Category 2, short form programme proposal to USC.

Complete Forms:

7A, 15, 2, 16, 17, 19

Yes

Consult the Clerk to USC

No, it is either blended learning or independent study

Proposal is categorised as:

- High Academic Risk
- High Resource/Admin Risk

Forms to USC:

4 (for a new course) or 8A (for modified course) plus 5, 16, 17, 19

Plus module descriptors

Consult the Clerk to USC

Edinburgh Campus

Scottish Borders Campus

Orkney Campus (IGIT)

Dubai Campus

Collaborative Partner

* Information on resources/admin arrangements should be included within the relevant sections of Form 2. The higher the risk, the more detail required.