Liaise with Education Quality and IDS Student & Financial Management

Receive notification from Director of SAS

Receive notification from Director of SAS

Review topic availabilities prior to roll

As a part of a broader communication to Colleges

Review Topic Availability and Topic Coordinator information

Send finalised spreadsheet to ERC

Mark topic as pending changes

Initiate Education Quality processes to amend Topic

Mark topic as OK

Update tuition patterns and add new Topic Availabilities

Prepare and send Topic Availability spreadsheets to Senior College Academics

Receive finalised spreadsheet from Senior College Academics

As part of a broader communication to Colleges

Required for changes such as:
- Curriculum related changes not already implemented
- Change delivery mode (in-person / online)
- No longer offering topic
- Offer topic following year

Recipients include (depends on College process)
- Teaching Program Director
- Course Coordinator
- Discipline Lead

Two main types of updates:
- Update Topic Coordinator details
- Await Education Quality approval before making curriculum changes

Occurs early July

Occurs mid June

Update Topic Availabilities

Update Topic Availabilities

Update Topic Availabilities

Update tuition pattern and add new Topic Availabilities

As part of a broader communication to Colleges