

Escalation Process

Change Requests

Need for change identified

Requires Approval?

Change Request submitted to SMTT

Acceptable Comments Added?

Can we accommodate?

Event Updated by SMTT

End

Escalate via Un-roomed Process
(Class size less than 50)
+

End

Reject CR

End

Change Request submitted to SMTT

Can we accommodate?

Event Updated by SMTT

End

Escalate via Un-roomed Process
(Class size less than 50)
+

End

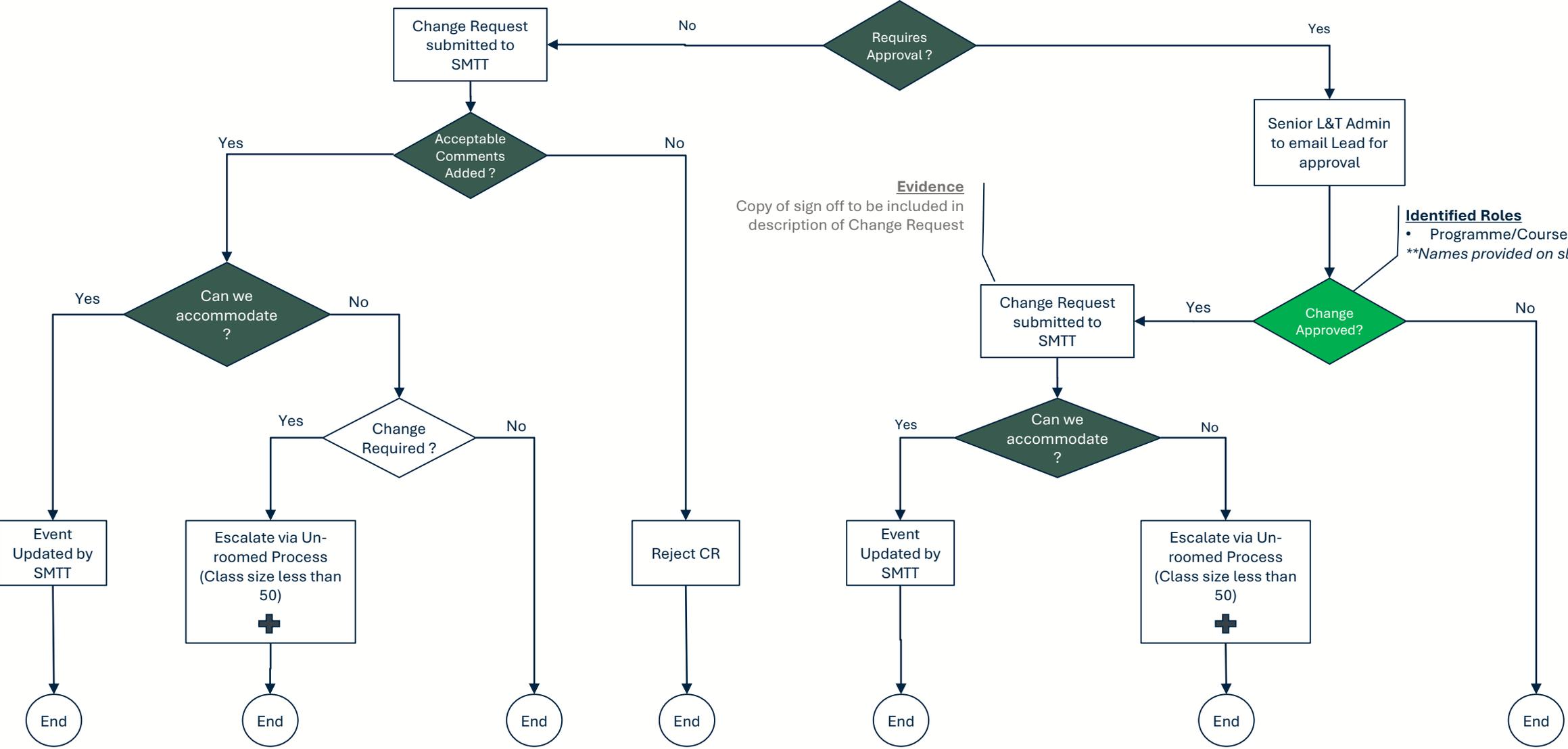
Senior L&T Admin to email Lead for approval

Change Approved?

Evidence
Copy of sign off to be included in description of Change Request

Identified Roles
• Programme/Course Leads
**Names provided on slide 15

End



Change Escalation Process

Who is involved and how

Essential Change Definition :

An essential change is defined as a timetable or rooming amendment, where all other alternatives have been considered, which in failing to act on will have a significantly negative impact on the optimal learning and teaching experience for a group or individual student.

Change Request Process

1. Academic to email change request to :

- Programme/Course Leads (All Schools)

2. If change is approved, the following staff will raise Change Request to SMTT :

- L&T Admin Assistant (All Schools)

*Exception within PGT where Academic will initially raise with Senior PGT Administrator who will consult with the Programme/ Course Lead prior to raising the Change Request.

Dentistry : Change Escalation Process

Name	Role	Courses
Multiple (L&T Admin to identify)	Programme/Course Lead	All
	L&T Admin Assistant	All

Medicine: Change Escalation Process

Name	Role	Courses
Multiple (L&T Admin to identify)	Programme/Course Lead	All
Rosalind McKenna Heather McDevitt Claire Watters	L&T Admin Assistant	All

Nursing : Change Escalation Process

Name	Role	Courses
Multiple (L&T Admin to identify)	Programme/Course Lead	All
Hannah Gibbs Jillian Holland	L&T Admin Assistant	All

Vet Medicine : Change Escalation Process

Name	Role	Courses
Multiple (L&T Admin to identify)	Programme/Course Lead	All
Arlene Macrae Lumba Chirwa	L&T Admin Assistant	All

Psychology & Neuroscience: Change Escalation Process

Name	Role	Courses
Multiple (L&T Admin to identify)	Programme/Course Lead	All
Lynda Young Donna Carrick	L&T Admin Assistant	All

Life Science: Change Escalation Process

Name	Role	Courses
Multiple (L&T Admin to identify)	Programme/Course Lead	All
Theresa Taylor	L&T Admin Assistant	All

PGT : Change Escalation Process

Name	Role	Courses
Multiple (L&T Admin to identify)	Programme/Course Leads	All
Emma Craddock	Senior PGT Administrator	All