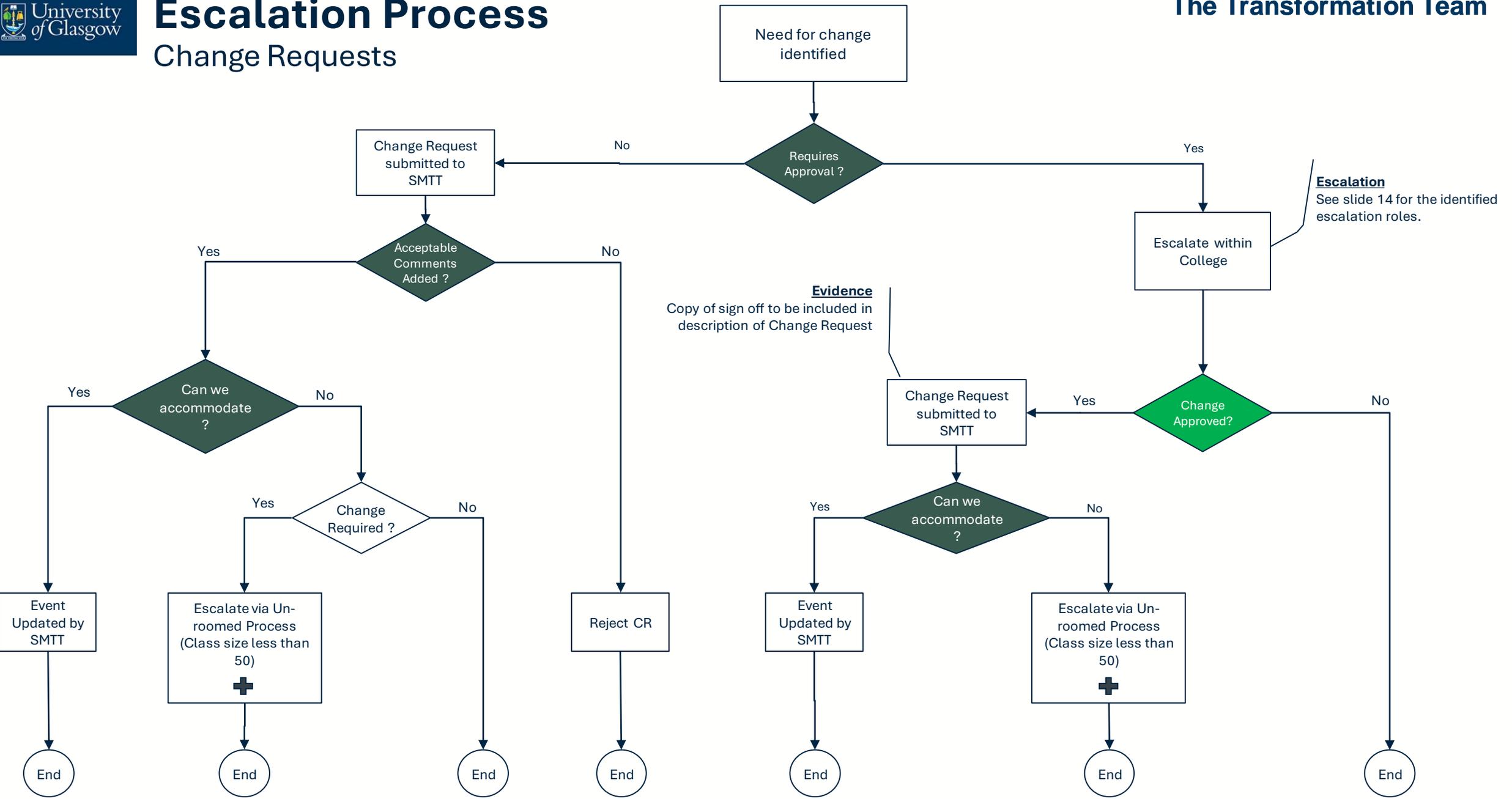


# Escalation Process

## Change Requests



**Escalation**  
See slide 14 for the identified escalation roles.

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

# 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 :

- L&T Convener (Engineering)
- Director of L&T (Chemistry)
- L&T Convener (Physics & Astronomy)
- L&T Convener (Computing Science)
- L&T Convener (Maths & Science)
- Head of School/ Head of L&T (GES)

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

- L&T Support Administrator (Engineering)
- L&T Administrator (Chemistry)
- L&T Manager (Physics & Astronomy)
- Teaching Administrators (Computing Science)
- Teaching Administrators (Maths & Science)
- L&T Administrator (GES)

Engineering: Change Escalation Process		
Name	Role	Courses
Scott Roy	L&T Convener	All
Sian Barnes	L&T Support Administrator	All

Chemistry: Change Escalation Process		
Name	Role	Courses
Haralampos Moiras	Director of L&T	All
Angela Woolton	L&T Administrator	All

Physics & Astronomy : Change Escalation Process		
Name	Role	Courses
Stephen McVittie	L&T Convener	All
Lynne Stewart	L&T Manager	All

Computing Science : Change Escalation Process		
Name	Role	Courses
Mary Ellen Foster	L&T Convener	All
Karina Lee Gail Reat	Teaching Administrators	All

Maths & Science : Change Escalation Process		
Name	Role	Courses
Gwyn Bellamy - Maths&Stats Christina Cobbold – Maths Mitchum Bock – Stats	L&T Convener	All
Jean Jackson	Administration Officer	All

GES : Change Escalation Process		
Name	Role	Courses
Cristina Persano	Head of School	All
Cheryl McGeachan	L&T Convener	All
Anne Dunlop	L&T Administrator	All