

**Stage one: Initial proposal**

1. The initial proposal template is completed jointly by the partner and School
2. Date for School Executive Team (SET) consideration is identified to coincide with deadline for UK BEG decision
3. Proposal is submitted to the SET and UK BEG for consideration
4. Where a proposal is approved by both committees it proceeds to stage two of the process
5. Where a proposal is rejected, the proposer is informed and no further action is taken
6. UK BEG has final decision making powers in the event of different outcomes from the two committees

**Stage two: Development of business and financial evaluation**

1. The UK business evaluation template is completed jointly by the partner and School
2. Financial evaluation is undertaken the Finance Business Partner
3. When the evaluations have been completed the proposal proceeds to stage three of the process

**Stage three: School Executive**

1. Completed business evaluation and financial evaluation are submitted to the School Executive for consideration
2. Where a proposal is approved by the School Executive it proceeds to stage four of the process
3. Where a proposal is rejected, the proposer is informed and no further action is taken
4. CADQ are notified of the outcome

**Stage four: UK BEG**

1. Completed business evaluation and School Executive decision are submitted to UK BEG for a final health check and consideration of risk associated with the proposal
2. Where a proposal is approved by UK BEG it proceeds to academic approval
3. Where a proposal is rejected, the proposer is informed and no further action is taken
4. School Executive and UET are notified of the outcome