

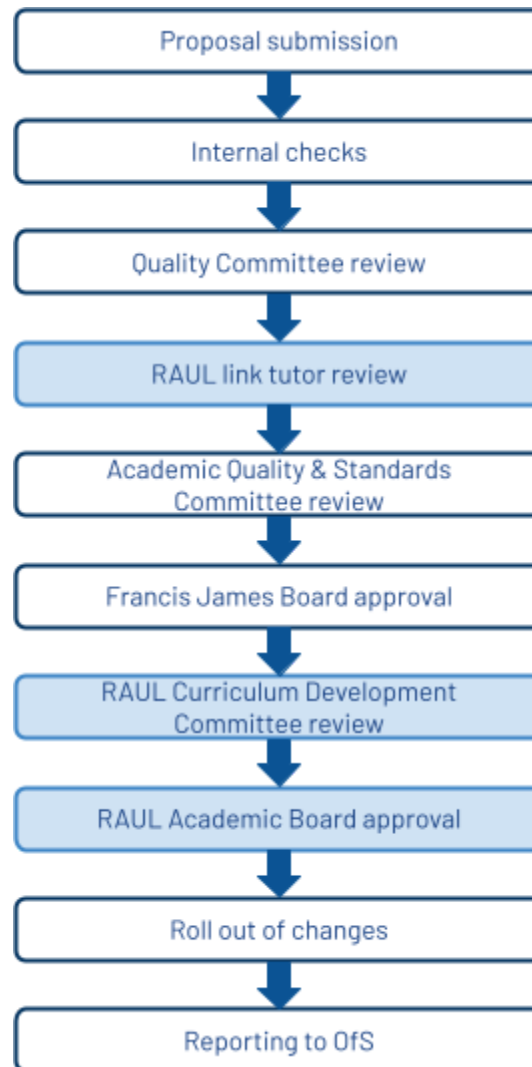
Curriculum Change Process

Process for changes to programme curriculum based on review process feedback.

In line with Richmond American University London's (RAUL) regulations, any proposed changes to a degree programme (or the courses within) can only be considered once each academic year by the RAUL Academic Board. The Francis James process is designed to take on feedback across the academic year, with any substantive changes proposed to RAUL on an annual basis.

1. **Proposal Submission** – Submit proposed curriculum changes for review.
2. **Programme Lead Review** – Initial evaluation by the Programme Lead for feasibility and alignment.
3. **Academic Quality Manager (Lead IQA) Review** – Verification of academic standards and rigour.
4. **Quality Committee Review** – Ensure compliance with institutional and regulatory standards. Approve engagement with RAUL.
5. **RAUL Link Tutor/Academic Review** - Initial evaluation for feasibility and compliance with University standards.
6. **Academic Quality & Standards Committee Review** - Formal academic scrutiny and internal approval process.
7. **Final Approval by Francis James Board** – Executive-level validation and endorsement to submit to RAUL Curriculum Development Committee.
8. **RAUL Curriculum Development Committee** - Formal academic scrutiny and approval process.
9. **RAUL Academic Board** - Final approval process.
10. **Implementation & Communication** – Rollout of approved changes and communication to stakeholders.
11. **OfS Compliance & Reporting** – Ensure adherence to Office for Students (OfS) requirements and submit necessary reports.

Francis James Curriculum Change Flow Chart



Written By	Revision Date	Revision Number	Approved By	Review Date
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