



The following procedures have been adopted for the emergence of a subject.

1. In order for a subject to be recognised by the University, the subject is defined by the following criteria:
 - A number of academic staff identify the subject as their primary academic area.
 - The subject contributes to an academic taught programme(s), primarily at undergraduate level.
 - There is a case for visibility of the subject area at national and/or international level.
2. The Head of School, following consultation within a School and, where appropriate, across Schools, proposes a subject for approval to the College Principal. The proposal should include a written justification for the new subject, indicating how it satisfies the criteria to become an established subject of the University. A time period for the introduction of the new subject should be specified, along with information as to how the existence of the subject will be communicated.
3. The College Principal discusses the proposal for the new subject with the Head of School, and if necessary consults more widely within the College or the University, to determine whether or not it is appropriate to establish a new subject area.
4. Where the College Principal supports the proposal, they will consult with the Senior Management Team Academic Sub-Committee and, provided the proposal is endorsed by that group, will recommend the establishment of the new subject to the Academic Council.
5. The Academic Council, on behalf of the University, approves the new subject and in turn notifies the Governing Authority. The Academic Council, supported by Academic Secretariat, is responsible for the maintenance of a Subject Register.
6. Where a Head of School wishes to appoint a Head of Subject, the formal appointment procedures must be followed. The emergence of a new subject does not require the presence of a Professor in a subject, or the appointment of such a Professor in the subject, or automatic appointment of a Head of Subject.
7. A review of the Register of Subjects will be undertaken by Academic Council on an annual basis. The report of the annual review will be presented at the first Academic Council meeting of every academic year.
8. As the academic governance structure of the University is currently under review, these procedures may be subject to change.

The flowchart depicts the approval process for the recognition of a new subject.

