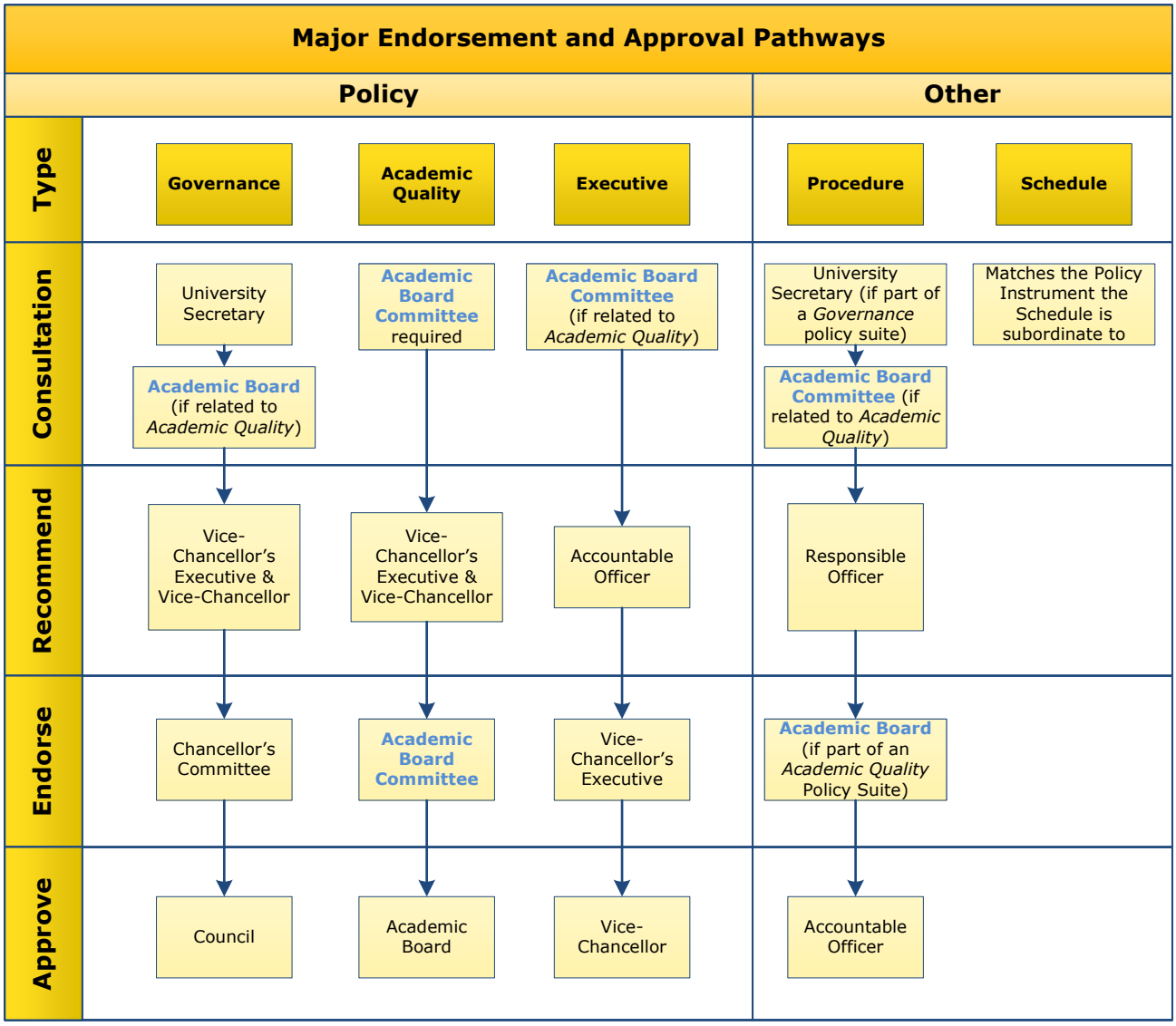
Approval Requirements

Change Type	Editorial	Minor	Major (including development, repeal and major amendment)
Policy	Responsible Officer	Accountable Officer	Approval Authority
Procedure	Responsible Officer	Accountable Officer	Approval Authority
Schedule	Responsible Officer	Accountable Officer	Approval Authority

Endorsement and Approval Pathways for Major Changes*



Reporting: Policy Team to provide change updates at agreed intervals (quarterly, annually) to endorsement and approval authorities.

Notes/Other Requirements:

1. Deployment plans to be developed in conjunction with policy instrument and, where there is cross divisional and/or budgetary impact, relevant sections approved by the policy instrument Approval Authority.
2. Accountable Officer/Responsible Officer to frame paper for the relevant Committees and Approval Authorities (The Policy Team is provided with a copy of the relevant minute to track progress).
3. Academic Board to report all approvals to Council.
4. Where the Vice-Chancellor is the Accountable Officer, approval by Council.
5. Where there is no separate Responsible Officer, approval authority will be elevated to the next appropriate level.

* See **Approval Pathways Tool** for further information