**Programme set-up in SITS**

**Quality Enhancement**
- Outline approval/modification/suspension/resumption/withdrawal of a programme is granted.
- Email is sent to Quality systems Group informing them of decision.
- Marketing activity.
- Marketing of programme via prospectus should take into account requirement for the KIS.

**Marketing**
- SITS records set-up/amended.
- Email.
- Advertising of programme via UCAS should take into account requirement for the KIS.

**Student Records**
- Email.
- Admissions review.
- SITS set-up. UCAS record created.
- Advertising of programme via UCAS should take into account requirement for the KIS.

**Admissions**
- Email.
- Assessments & Awards review.
- SITS set-up. Allocate compensation rules, alternative award names.

**Assessments & Awards**
- HESA, KIS, DLHE and other funding information added to SITS.
- Email.
- Key Information Set (KIS) record set-up.
- Cost Centre added to SITS.
- Planning review workbook and outline approval and confirm cost centre.

**Student Data**
- Email.
- Key Information Set (KIS) record set-up.
- Martine Carter (Director of Strategic Planning) signs off KIS.

**Planning**
- Fees & Funding.
- Review set-up. Allocate fee profile and Agresso project code.

**Fees & Funding**
- Key Information Set (KIS) record set-up.
- Martine Carter (Director of Strategic Planning) signs off KIS.