Renaming a programme on Worktribe

1. Requests to rename a programme should normally be made at least 18 months prior to the start of the academic year of entry, before the recruitment cycle commences.
2. Due to the limitations arising from the integration of Worktribe with Banner, it is not possible to use the 'rename a programme' function in Worktribe. Nor is it appropriate to just change the programme title in the programme record. A new programme code and a new UCAS code must also be created (by the Quality Enhancement Unit). Consequently, much of the process must be managed outside the Worktribe workflow.
3. Programme Leader works with Marketing, Communications and Recruitment to complete part one of the rename a programme request form for agreement in principle.
4. Quality Enhancement Unit seeks approval in principle from PVC (Education & Student Experience).
5. Programme Leader works with Marketing, Communications and Recruitment to complete part two of the rename a programme request form, i.e. deal with all applicants.
6. Quality Enhancement Unit sends rename a programme request form to PVC (Education) for approval.
7. When approved by PVC (Education), Quality Enhancement Unit uploads signed form to all relevant instances of programme.
8. Quality Enhancement Unit duplicate the relevant instance of the old title and
   a. rename the duplicated programme record in Worktribe
   b. modify the awards accordingly
   c. change the proposal owner back to the correct person
   d. add new the programme code, UCAS code and delivery codes
   e. Record the old programme title in the 'replaces' field in the details tab
   f. Upload the signed rename a programme request form.
   g. Change status to programme review and tags programme leader
9. Quality Enhancement Unit withdraws all future instances of the old programme title and adds tag to last active instance to prevent roll over.
10. Programme leader reviews the new programme record and in particular checks text for references to the old programme title.
11. Programme leader submits for programme scrutiny and the programme moves through the final stage of the workflow on Worktribe.