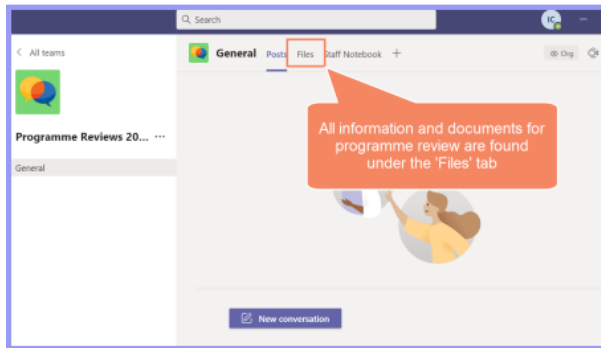
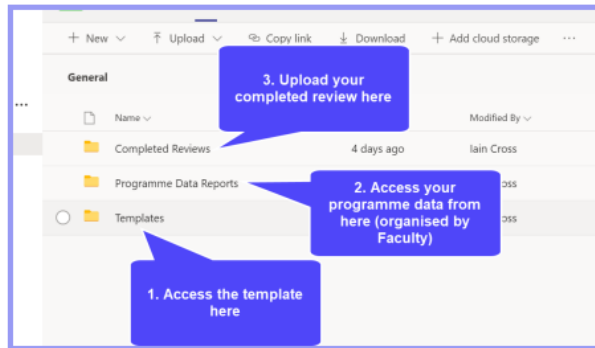


Programme Reviews using Teams

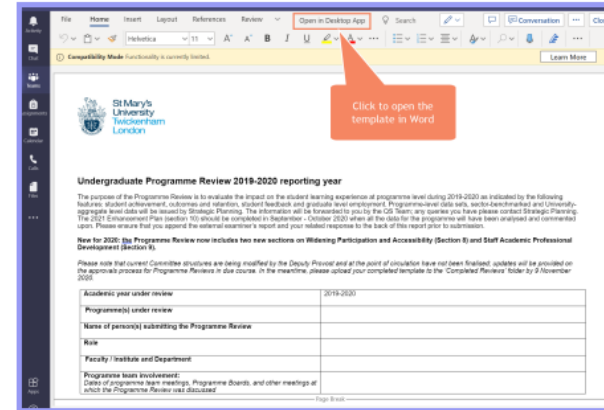
Step by step guide to accessing and uploading your Programme Review



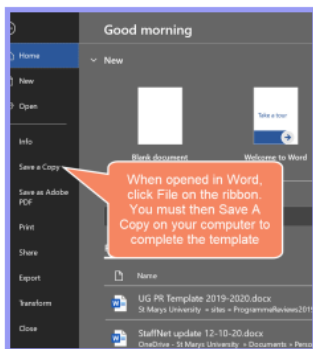
1 Access the Programme Reviews 2020 Teams site using the link circulated to you by email.



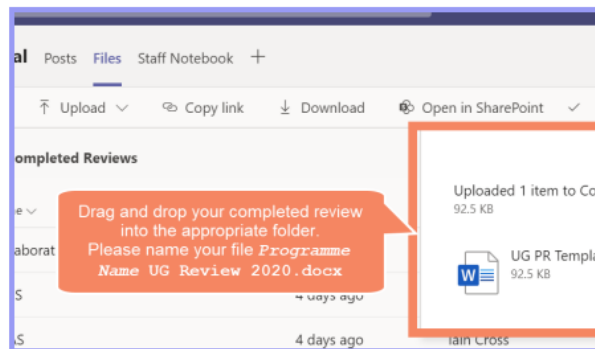
2 All files, data and templates for the Review can be found on the Teams site. Files have been organised by Faculty to help access the right documentation. You can download copies if you wish.



3 Be sure to complete your review on a downloaded version of the template



4 Choose 'Save a Copy' to download the template to your computer



5 When your template is complete, please upload to the Teams site so your QSM and AD SE can access the template.

6 Guidance on the new approval process for 2020 programme reviews will be circulated to you shortly. The deadlines for completing your review will be communicated by email.

If you have queries about Programme Reviews please contact gatemail@stmarys.ac.uk.

For queries about the data relating to your programme, please contact planning@stmarys.ac.uk