**Format**

* + Some proposals were supplied single-sided, some double-sided, some as a mixture of the two (we request that they are submitted single-sided). Having to reproduce them in a common format slows down the process.
	+ Submission via Learn or via email only: Needed to print out individual documents and assemble paperwork on department’s behalf (x5)
	+ Discontinuation/title change proposals embedded within other proposal (x2)

**Consultation Forms**

* + Dept had forgotten to seek them so needed to be prompted (x2)
	+ Dept did not feel that they were necessary, prompting an exchange and very late consultation of other depts (x2)
	+ Comments supplied without indication of who from (just their name) (x1)
	+ Addition of late consultation forms (x3)

**Problems with Module Paperwork**

* + Module specs submitted in Word instead of as printouts from LUSI. This resulted in very late requests for me to set up large numbers of modules and give advice to allow deptal administrators to enter the data and print out module specs (x3)
	+ New versions of mod specs provided, but no indication of changes made to old ones (x2)
	+ Late changes to new modules (x2)

**Problems associated with Submission via Learn**

* + Paperwork submitted in portions over several days (x2)
	+ Approval by the Dean/ADT occurred after the deadline and sometimes needed to be prompted (x2)
	+ Several versions submitted (x2)
	+ Having to liaise with several contacts to obtain paperwork (x2)
	+ Problems opening some files. Needed to copy text to new file to print out (x2)

**Problems with Regulations**

* + Submitted in old format (x1)
	+ Incomplete (x1)

**Prompt for Late Submission**

* + Department forgot to make submission (x1)

**Approval Problems**

* + Paperwork was delayed as signatures were needed from absent staff (x1)
	+ Signature only sought after the deadline (x2)