

# **PROTOCOLS FOR THE APPROVAL OF NEW PROGRAMMES AND CAMPUSES, AND MAJOR MODIFICATION OF**



Protocols for the Approval of New programmes and campuses, and major modification of existing programmes



proposal; and

- ◁ external examiners (where appropriate).

### **Stages of the programme approval process**

8 In accordance with the University's Programme Design, Development & Approval Policy, the programme approval process consists of three stages:

- ◁ Stage 1 – Strategic Approval. Strategic Approval requires programme proposals to be





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## Programme Approval Committee Meeting

42 The Programme Approval Committee will only receive recommendations for final approval for programmes where there are no pre-approval conditions or all pre-approval conditions have been met.

43 A report of the Panel's discussions and conclusions will be prepared by the Panel Secretary within one week of the event. The report will be approved by the Panel Chair, agreed as an accurate record by all other panel members, and forwarded to the Programme Development Team and the nominated Programme Approval Committee members.

44 Where a Programme Approval Panel sets pre-approval conditions, evidence of those conditions being satisfactorily addressed must be provided to the Programme Approval Committee in the form of the Programme Approval Panel chair's confirmation.

45 The Programme Approval Panel report, supported by the application, will be considered by the Academic Board Programme Approval Committee in order to:

- ◁ satisfy itself that the report provides evidence that the panel was properly constituted and that the process was properly conducted;
- ◁ establish that the report refers to the role of appropriate external reference points in defining academic standards, and to the University's criteria for approval;
- ◁ agree on responses to any recommendations for institutional action that have been made by the panel; and
- ◁ note any good practice that has been identified, and consider how it might be more widely disseminated.

46 Where a Programme Approval Panel has not been convened, the Programme Approval Committee must still satisfy itself

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as follows:

- ◁ To **approve** the proposal, with or without recommendations

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| Version | Amended by             | Revision summary   | Date |
|---------|------------------------|--|------|
| V2.1    | Senior Quality Officer | approval, mention of administrative set up and removal of content which has been included and elaborated within the accompanying protocols.<br>Change to the d0.7 653.6: |      |



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- ◁ Any other information requested by the Academic Registry following strategic approval.
- ◁ Any other documents required by a relevant PSRB.

## 1.2 A Programme Specification

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## Appendix B

### Documentation required for the major modification of an existing programme

#### Approval of variations or amendments to the programme

1. A Proposal Document to include the following:
  - ◁ The context of the proposed amendment. This may include an explanation of how the proposal meets the University's Strategic Objectives and an assessment of the impact of the proposal (if any) on other programmes delivered by the University.
  - ◁ The rationale for the proposal: This will include evidence of demand if relevant; details of consultation with employers and PSRBs (if relevant); the relationship of the proposal to similar provision offered elsewhere; and details of consultation with students; the target student group/expected student profile; and expected career destinations for graduates/diplomates.
  - ◁ The professional context of the proposal (if relevant): This will include the influence of PSRB requirements (if any).
  - ◁ A Programme structure diagram.
  - ◁ The academic and other student support arrangements.
  - ◁ Confirmation of student consultation to the proposed changes and evidence of such consultation along with transitional arrangements.
  - ◁ Resources:
  - ◁ Any other information requested by the Academic Registry.
2. A revised Programme Specification, with revisions made explicit through the use of tracked changes (using the standard University template) if necessary.
3. Module Descriptors for any revised modules forming part of the programme (using

5. The Assessment

