

## Approval and reporting for new and amended courses

Please refer to the **dedicated guidance** for approval of courses to be offered through a partner institution.

	First considered by	Subsequent consideration by	Authority to approve recommendations	Onward reporting for information	Final record of decision
Institutional validation (new partner institution)	Validation Panel	PEC and EC	Senate		Senate Minutes
Approval for publicity purposes for new courses (Part 1)	Head of Department	Deputy Dean and QUAD	Executive Dean	To FEC, AQSC and EC	Report of Dean's decision to FEC
Approval / validation of new courses (where relevant, initially reported subject to conditions and recommendations, and again when conditions and recommendations have been met)	<b>Taught and Research Provision</b>				
	<b>Category 1:</b>				
	Head of Department	Deputy Deans	Executive Dean <sup>(1)</sup>	To FEC, AQSC, EC and Senate <sup>(4)</sup>	FEC Minutes
<b>Category 2:</b>					

	FEC	Members of FEC given the opportunity to comment (virtually if necessary)	AQSC <sup>(2)</sup>	To EC and Senate <sup>(4)</sup>	AQSC Minutes
	<b>Category 3:</b>				
	Validation panel	Members of FEC given the opportunity to comment (virtually if necessary)	AQSC <sup>(3)</sup>	To FEC, EC and Senate <sup>(4)</sup>	AQSC Minutes
Implementation of a sub-degree framework <sup>(5)</sup>	Head of Department	Deputy Deans	Executive Dean	To FEC, AQSC, EC and Senate	FEC Minutes
Introduction of named exit awards (to existing courses)	<b>Taught and Research Provision:</b>				
	Head of Department	Deputy Deans	Award: Executive Dean (or Deputy Dean as nominee). Variation to the Rules of Assessment: Executive Dean or Senate via RoA Review Group and EC) - approval route agreed during course approval process	Award: To FEC, AQSC, EC and Senate	Award: FEC Minutes RoA: Senate Minutes

<b>Change to the course title (no substantive change in content)</b>			Taught courses: Deputy Dean Research provision: Executive Dean, or Deputy Dean as nominee	To FEC, AQSC, EC and Senate	FEC Minutes
<b>Change to the course structure, syllabus, learning outcomes, programme specification and module map, including change to the credit model (15/30 or 20/40)</b>			Deputy Dean	To FEC	FEC Paper
<b>Change in the mix of core, compulsory and optional modules</b>			Deputy Dean	To FEC	FEC Paper
<b>Change in mode of study or introduction of a new mode of study</b>			Deputy Dean	To FEC	FEC Paper
<b>Change to the Rules of Assessment</b>	Contact the Assessment team for Rules of Assessment. Contact QUAD or the PGRE team as relevant if a new course requires a variation to the Rules	Rules of Assessment Advisory Group and EC	Senate		Senate minutes
<b>Change to PGR progression</b>	Contact the Assessment team for Rules of	Executive Dean to	Senate		Senate minutes

<b>requirements</b>	Assessment	recommend to EC			
<b>Introduction of new types of awards</b>	Contact the Assessment team for Rules of Assessment; Contact QUAD or the PGRE team as relevant if a new course requires a variation to the Rules  Considered initially by the relevant Faculty Dean or Dean of Postgraduate Research and Education	AQSC (if part of a new course proposal), then EC	Senate		Senate Minutes
<b>Temporary suspension of a course</b>	Head of Department		Deputy Dean	FEC, AQSC, EC and Senate	FEC Minutes
<b>Reinstatement of a suspended course</b>	Head of Department	Deputy Dean	Executive Dean	FEC, AQSC, EC and Senate	FEC Minutes
<b>Discontinuation of a course</b>	Head of Department	FEC	AQSC	EC and Senate	FEC Minutes
<b>Revisions to course entry requirements</b>	Contact the Admissions team		Chair of EC	Report of Chair's Action to EC	EC Papers

1. The report of Executive Dean approval of a category 1 course would be limited to confirmation of the course title, department, first delivery date, period of approval, and a statement as to whether approval was subject to any conditions / recommendations.

2. The report of FEC recommendation to AQSC to approve a new course would contain the extract of the FEC minutes, to include the course title, department, first delivery date, period of approval, and details of any conditions and recommendations. The programme specification and module map would be attached to the FEC report to AQSC as an appendix.
3. The paper to AQSC from the Validation Panel to approve a new course would include the validation report, with any additional comments made by the (virtual) consultation with members of the FEC.
4. Reporting from AQSC to EC and on to Senate would include confirmation of the course title, department, first delivery date, period of approval, and a statement as to whether approval was subject to any conditions / recommendations.
5. Sub-degree framework: Where an existing award exists, introduction of lower level awards based around the same programme structures as the main award (for example introducing a DipHE, foundation degree, or CertHE where a BA/BSc already exists, or introducing a PGCert or PGDip where an MA/MSc already exists).