

New course approval overview

Idea for new course

CONCEPT

- Strategic alignment and portfolio fit
- High level outline approval

Approval to proceed:

- UG/PGT: Executive Dean
- PGR: Executive Dean
- Partnerships: Dean of Partnerships

DEVELOPMENT

- Academic outline
- Market analysis and feasibility
- Business case

Approval to proceed:

- UG/PGT: Executive Dean
- PGR: Executive Dean
- Partnerships: Dean of Partnerships

Separate decisions:

- Course advertised (Yes/No)
- Offers made & applications accepted (Yes/No)

FINAL

- Full course details
- Alignment with quality and standards, policy and regulations

Full approval:

- Category 1:
 - UG/PGT: Executive Dean
 - PGR: Executive Dean
 - Partnerships: Dean of Partnerships
- Category 2 & 3: AQSC

Information gathered

Information is built on previous stages as the course is developed, in its final format wherever possible.

Single source of data available:

- Department planning
- Product Development Group
 - Committee reporting
- Professional Services planning

New course approval stages and information gathered

Stages	CONCEPT Log new course proposal Strategic alignment and portfolio fit High level outline approval	DEVELOPMENT Academic outline Market analysis and feasibility Business case	FINAL Full course details Alignment with quality and standards, policy and regulations
Information	Information built upon as the course is developed		
Strategic & portfolio fit	<ul style="list-style-type: none"> Brief overview of course, including title, level, location and start date Case for strategic and portfolio fit Initial indication of potential market demand 	<ul style="list-style-type: none"> Course outline Market analysis and feasibility, recruitment targets, key selling points and marketing message 	<ul style="list-style-type: none"> <i>Update of previous information (if needed)</i>
Business case	<ul style="list-style-type: none"> Indication of any major new resources or capital expenditure 	<ul style="list-style-type: none"> Business case, incl. systems and resource requirements in Dept and Prof Services 	<ul style="list-style-type: none"> <i>Update of previous information (if needed)</i>
Academic design	<ul style="list-style-type: none"> Brief course overview Indication of any external requirements 	<ul style="list-style-type: none"> Academic outline Clarity over external requirements, influences and involvement Consideration of relevant areas in course design (e.g. student feedback, Tier 4 implications, varying student needs) 	<ul style="list-style-type: none"> Full course and delivery details Programme specification, module maps and full module details Details of internal and external consultation (academic, professional, student), and response (incl. to conditions of approval)
Quality & standards	<ul style="list-style-type: none"> Indication of any external involvement 	<ul style="list-style-type: none"> Clarity over internal and external requirements and involvement 	<ul style="list-style-type: none"> Confirmation of alignment with quality and standards, policy and regulations Approved response to conditions and recommendations of approval
Outcome	<ul style="list-style-type: none"> Awareness of proposal to initiate discussions Decision to continue with course development or not Discuss indicative approval category and timelines 	<ul style="list-style-type: none"> Approve academic outline and business case Clarify internal and external requirements to meet Determine key selling points and marketing message Identify areas to consider in final stage Review approval category and timelines 	<ul style="list-style-type: none"> Full approval, considering response to internal and external feedback (academic, professional and student) Course advertised, applications accepted and offers made
Approval	Approval to proceed: <ul style="list-style-type: none"> UG/PGT/PGR: Executive Dean Partnerships: Dean of Partnerships 	Approval to proceed: <ul style="list-style-type: none"> UG/PGT/PGR: Executive Dean Partnerships: Dean of Partnerships Separate decisions: <ul style="list-style-type: none"> Course advertised (Yes/No) Offers made, applications accepted (Yes/No) 	Full approval: <ul style="list-style-type: none"> Category 1: <ul style="list-style-type: none"> UG/PGT/PGR: Executive Dean Partnerships: Dean of Partnerships Category 2 & 3: AQSC

New course approval process

