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 categories

New courses are grouped into three categories which indicate the approval route required. Categories are largely determined by the level of new provision. Courses may move between categories, for example where details changes during development or where those with authority to approve feel further scrutiny is required.

## Category 1
**Dean approval (according to provision)**
- Constructed entirely from existing provision or a small number of new modules
- A new PGR course in a curriculum area already offered by the University and in which the department can demonstrate appropriate expertise/supervisory capacity.
- Existing established partners only – courses constructed entirely from existing provision

## Category 2
**AQSC approval**
- Constructed from more significant levels of new content or delivery in an existing area of expertise; and/or
- A new type of provision or delivery where there is less expertise in the department
- Where a course involves a new type of provision or delivery where there is less expertise in the department
- Existing established partners only – courses constructed from all existing provision plus a small number of new modules

## Category 3
**AQSC approval via validation panel**
- A course in a new curriculum area, significantly new method of delivery, or which involves external collaboration
- Courses which require validation to meet external requirements
- A course in a new curriculum area, significantly new method of delivery, or which involves external collaboration
- Existing partners – new courses with higher levels of new content or courses in a new curriculum area
- All courses for new partners

## Consultation

<table>
<thead>
<tr>
<th>External academic input</th>
<th>Professional input</th>
<th>Student input</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG/PGT/Partnerships: Current External Examiner</td>
<td>UG/PGT/Partnerships: Consultation with employer and industry contacts optional</td>
<td>UG/PGT/Partnerships: Evidence of student consultation and response required</td>
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<tr>
<td>UG/PGT/Partnerships: External academic (meeting the same criteria for External Examiner nomination)</td>
<td>UG/PGT/Partnerships: Consultation with employer and industry contacts advisable</td>
<td>UG/PGT/Partnerships: Evidence of student consultation and response to be sought wherever possible</td>
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<tr>
<td>All provision: External academic (meeting the same criteria for External Examiner nomination)</td>
<td>All provision: Validation Panel to include employer and industry contacts wherever possible</td>
<td>All provision: Validation Panel to include student representation wherever possible</td>
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### Notes
- New course approval categories
- Categories are largely determined by the level of new provision.
- Courses may move between categories based on changes during development or authority to approve.
### New course approval stages and information gathered

<table>
<thead>
<tr>
<th>Stages</th>
<th>Information</th>
</tr>
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</table>
| **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 |

<table>
<thead>
<tr>
<th>Strategic &amp; portfolio fit</th>
<th>Business case</th>
<th>Academic design</th>
<th>Quality &amp; standards</th>
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</table>
| Brief overview of course, including title, level, location and start date  
Case for strategic and portfolio fit  
Initial indication of potential market demand | Indication of any major new resources or capital expenditure | Brief course overview  
Indication of any external requirements | Indication of any external involvement |

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<th>Information built upon as the course is developed</th>
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| • Course outline  
Market analysis and feasibility, recruitment targets, key selling points and marketing message |
| • Business case, incl. systems and resource requirements in Dept and Prof Services |
| • 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) |
| • Clarity over internal and external requirements and involvement |

| Approval to proceed:  
• UG/PGT/PGR: Executive Dean  
• Partnerships: Dean of Partnerships |
| Separate decisions:  
• Course advertised (Yes/No)  
• Offers made, applications accepted (Yes/No) |
| Full approval:  
• Category 1:  
  - UG/PGT/PGR: Executive Dean  
  - Partnerships: Dean of Partnerships  
• Category 2 & 3: AQSC |

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<th>Outcome</th>
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| Approval to proceed:  
Partnerships: Dean of Partnerships |
| Full approval:  
Partnerships: Dean of Partnerships |
| Separate decisions:  
Partnerships: Dean of Partnerships |

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• Partnerships: Dean of Partnerships |
| Separate decisions:  
• Partnerships: Dean of Partnerships |
| Full approval:  
• Category 1:  
  - UG/PGT/PGR: Executive Dean  
  - Partnerships: Dean of Partnerships  
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• Partnerships: Dean of Partnerships |
| Separate decisions:  
• Partnerships: Dean of Partnerships |
| Full approval:  
• Category 1:  
  - UG/PGT/PGR: Executive Dean  
  - Partnerships: Dean of Partnerships  
• Category 2 & 3: AQSC |
New course approval process

Lead contact for course development submits for Concept approval

Not approved - does not progress

Concept stage Decision

(1) UG/PGT/PGR: Executive Dean
Partner: Dean of Partnerships

Approved to proceed

Submitted for Development approval
With recommendations from four areas:
Faculty Managers, CER, Faculty Deans,
Quality and Development / PGR / Partnerships teams

Not approved - does not progress

Development stage Decision

(2) UG/PGT/PGR: Executive Dean
Partner: Dean of Partnerships

Approved to proceed

1. Course advertised (Yes/No)
2. Offers made and applications accepted (Yes/No)

Submitted for Final approval
With recommendations from four areas:
Faculty Managers, CER, Faculty Deans,
Quality and Development / PGR / Partnerships teams

Not approved - does not progress

Category 1
Mostly existing provision

Category 2
More significant amount of new content / delivery

Category 3: Validation Panel
New curriculum area or initiative

Final approval Decision

(3) UG/PGT/PGR: Executive Dean
Partner: Dean of Partnerships

Faculty Education Committee members invited to comment invited in advance of AQSC

Final approval decision (AQSC)

Reported to FEC, AQSC, Education Committee and Senate.
Data available for Department Planning and Product Development Group

Input from external academics, professional/industry expertise and students

Reported to FEC, AQSC, Education Committee and Senate.
Data available for Department Planning and Product Development Group

Strategic alignment and portfolio fit

Development stage

Market analysis and feasibility; Business case

Final stage

Full approval

Discussions with
relevant staff, including
Faculty Manager,
QUAD/PGR/
Partnerships teams,
CER, Deans