

New course approvals

Staff guidance



Where to find guidance on course approvals, the information to provide and forms

General guidance	Links to guidance	What's covered
Overview	<ul style="list-style-type: none"> ▪ New course guidance (webpage) ▪ Overview of course approval process ▪ Approval categories (and consultation required) 	<ul style="list-style-type: none"> ▪ Information on course approvals and links to guidance and forms ▪ An overview of the stages a new course goes through ▪ A summary of the information gathered and consultation needed at each stage ▪ Information on what determines the approval route ▪ Responsibilities for reviewing and approving new courses
Timelines	<ul style="list-style-type: none"> ▪ Timeline of key dates 	<ul style="list-style-type: none"> ▪ Links to updates to published information and when students choose their course and modules. ▪ Links between the timeline and production of timetabling, exam scheduling and library resources.
Information gathered	<ul style="list-style-type: none"> ▪ Approval stages and information gathered 	<ul style="list-style-type: none"> ▪ Guidance on each stage: the information gathered, responsibilities for approving courses and the possible outcomes
New modules	<ul style="list-style-type: none"> ▪ New module guidance 	<ul style="list-style-type: none"> ▪ Information on module approvals and links to guidance and forms
Alignment with external and internal requirements	<ul style="list-style-type: none"> ▪ Benchmarking against internal and external reference points 	<ul style="list-style-type: none"> ▪ Tables showing what to take into account to ensure new courses align with both internal requirements and plans (such as the Education Strategy) and external requirements (such as qualification and subject benchmarks).
Guidance on course and module design	<ul style="list-style-type: none"> ▪ Course design and advice ▪ Making changes to courses and modules 	<ul style="list-style-type: none"> ▪ Links are provided to a range of resources, training and contacts for staff designing new courses and modules. ▪ Areas are highlighted that departments should consider when making changes to existing courses and modules.

Guidance and information gathered for each stage of course approval

Approval stage	Links to guidance	Information to provide Send forms and supporting information to quad@essex.ac.uk (taught courses) or to pgresearch@essex.ac.uk (research provision)
Concept stage	<ul style="list-style-type: none"> ▪ Approval stages and information gathered 	<p>Concept stage form</p> <p>(Information can also be sent by email or gathered in discussion with the QUAD Manager)</p>
Development stage	<ul style="list-style-type: none"> ▪ Approval stages and information gathered ▪ Market research ▪ Approval categories 	<p>Development stage form</p> <p>Market research form (where applicable)</p>
Final stage Category one or two courses	<ul style="list-style-type: none"> ▪ Approval stages and information gathered ▪ New modules ▪ Writing programme specifications and module maps ▪ External input ▪ Benchmarking against internal and external reference points 	<p>Undergraduate / postgraduate taught courses</p> <ul style="list-style-type: none"> ▪ Final approval form ▪ New module form(s) ▪ External academic report ▪ Evidence of professional input (in line with approval category) ▪ Evidence of student consultation (in line with approval category) <p>Where applicable:</p> <ul style="list-style-type: none"> ▪ Programme specifications and module map ▪ Work-based learning form ▪ Apprenticeships form ▪ Distance-learning information (contact the QUAD team) <p>Research provision</p> <ul style="list-style-type: none"> ▪ Postgraduate research course approval form ▪ Professional Doctorates final approval form
Final stage Category three courses (approval via validation panel)	<p>In addition to guidance above on the final stage for category one and two courses:</p> <ul style="list-style-type: none"> ▪ Validation events ▪ Guidance to departments and validation panels 	<p>See validation events webpage for:</p> <ul style="list-style-type: none"> ▪ Typical validation event agenda ▪ Validation documentation checklist