New course approval overview

**Idea for new course**

**CONCEPT**
- 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

**Approval to proceed:**
- Dean of Partnerships

**Separate decisions:**
- Course advertised (Yes/No)
- Offers made & applications accepted (Yes/No)

**Approval to proceed:**
- Dean of Partnerships

**Full approval:**
- Category 1:
  - Dean of Partnerships
- Category 2 & 3: AQSC

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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)*
- Existing established partners only – courses constructed entirely from existing provision

**Category 2**
AQSC approval via paper-based validation
- Existing established partners only – courses constructed from all existing provision plus a small number of new modules

**Category 3**
AQSC approval via validation panel
- Existing partners – new courses with higher levels of new content or courses in a new curriculum area
- All courses for new partners

**Consultation**

**External academic input**
- Current External Examiner
- External academic (meeting the same criteria for External Examiner nomination)
- External academic (meeting the same criteria for External Examiner nomination)

**Professional input**
- Consultation with employer and industry contacts optional
- Consultation with employer and industry contacts advisable
- Validation Panel to include employer and industry contacts wherever possible

**Student input**
- Evidence of student consultation and response required
- Evidence of student consultation and response to be sought wherever possible
- Validation Panel to include student representation wherever possible
## New course approval stages and information gathered

### Stages

<table>
<thead>
<tr>
<th>Approval</th>
<th>Information</th>
<th>Full course details</th>
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| Approval to proceed:  
  - Dean of Partnerships  |  
  
**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  

### Approval

- **Dean of Partnerships**

### Separate decisions:

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

### Information built upon as the course is developed

#### Strategic & portfolio fit
- Brief overview of course, including title, level, location and start date
- Case for strategic and portfolio fit
- Initial indication of potential market demand

#### Business case
- Indication of any major new resources or capital expenditure

#### Academic design
- Brief course overview
- Indication of any external requirements

#### Quality & standards
- Indication of any external involvement

#### Outcome
- Awareness of proposal to initiate discussions
- Decision to continue with course development or not
- Discuss indicative approval category and timelines

### Approval

- Category 1: Dean of Partnerships
- Category 2 & 3: AQSC
New course approval process

Lead contact for course development submits for Concept approval

- Discussions with relevant staff, Partnerships team, Deputy Dean, and Dean of Partnerships

**Concept stage Decision**

- Not approved - does not progress

**Approved to proceed**

- Submitted for Development approval
- With recommendations from: Deputy Dean of Partnerships / Partnerships team, academic department at Essex

**Development stage Decision**

- Not approved - does not progress

- Approved to proceed
  1. Course advertised (Yes/No)
  2. Offers made and applications accepted (Yes/No)

- Submitted for Final approval
- With recommendations from: Deputy Dean of Partnerships, Partnerships team, academic department at Essex

**Final stage**

- Category 1: Mostly existing provision
- Category 2: More significant amount of new content / delivery (paper-based validation)
- Category 3: Validation Panel
  - New curriculum area or initiative

**Final approval Decision**

- Partnership Education Committee members invited to comment in advance of AQSC

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

Input from external academics, professional/industry expertise and students