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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- Category 1:
  - Dean of Partnerships
- Category 2 & 3: AQSC
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 change 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

### Partnerships

- Category 1
- Category 2
- Category 3

### 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 change during development or where those with authority to approve feel further scrutiny is required.
## 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

<table>
<thead>
<tr>
<th>Strategic &amp; portfolio fit</th>
<th>Business case</th>
<th>Academic design</th>
<th>Quality &amp; standards</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief overview of course, including title, level, location and start date</td>
<td>Indication of any major new resources or capital expenditure</td>
<td>Brief course overview</td>
<td>Indication of any external involvement</td>
<td>Awareness of proposal to initiate discussions</td>
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<tr>
<td>Case for strategic and portfolio fit</td>
<td>Indication of any external requirements</td>
<td>Initial indication of potential market demand</td>
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<td>Decision to continue with course development or not</td>
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<td>Discuss indicative approval category and timelines</td>
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### Approval to proceed:
- **Dean of Partnerships**

### Separate decisions:
- Course advertised (Yes/No)
- Offers made, applications accepted (Yes/No)

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

### Approval built upon as the course is developed:

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<tr>
<td>Update of previous information (if needed)</td>
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<td>Academic outline</td>
<td>Clarity over internal and external requirements and involvement</td>
<td>Full approval, considering response to internal and external feedback (academic, professional and student)</td>
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<td>Market analysis and feasibility, recruitment targets, key selling points and marketing message</td>
<td>Clarity over external requirements, influences and involvement</td>
<td>Course advertised, applications accepted and offers made</td>
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<td>Business case, incl. systems and resource requirements in Dept and Prof Services</td>
<td>Consideration of relevant areas in course design (e.g. student feedback, Tier 4 implications, varying student needs)</td>
<td>Full course and delivery details</td>
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<td>Academic outline</td>
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<td>Programme specification, module maps and full module details</td>
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<td>Details of internal and external consultation (academic, professional, student), and response (incl. to conditions of approval)</td>
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<td>Confirmation of alignment with quality and standards, policy and regulations</td>
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<td>Approved response to conditions and recommendations of approval</td>
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<td>Approve academic outline and business case</td>
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<td>Determine key selling points and marketing message</td>
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<td>Identify areas to consider in final stage</td>
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<td>Review approval category and timelines</td>
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### Information built upon as the course is developed:

- 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)
- Confirmation of alignment with quality and standards, policy and regulations
- Approved response to conditions and recommendations of approval
- Full approval, considering response to internal and external feedback (academic, professional and student)
- Course advertised, applications accepted and offers made
- Update of previous information (if needed)
New course approval process

Lead contact for course development submits for Concept approval

Concept stage Decision\(^{(1)}\)

- Discussions with relevant staff, Partnerships team, Deputy Dean, and Dean of Partnerships
- Not approved - does not progress

Approved to proceed

Submitted for Development approval

Development stage Decision\(^{(2)}\)

- Approved to proceed
- Discussions with relevant staff, Partnerships team, Deputy Dean, and Dean of Partnerships
- Not approved - does not progress

Submitted for Final approval

Final stage

- Approved to proceed
- Discussions with relevant staff, Partnerships team, Deputy Dean, and Dean of Partnerships
- Not approved - does not progress

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\(^{(3)}\)

- Partner: Dean of Partnerships
- Final approval decision (AQSC)

Input from external academics, professional/industry expertise and students

Reported to PEC, AQSC, Education Committee and Senate.

Data available for Department Planning and Product Development Group