

New course approval overview

Idea for new course

CONCEPT

- Strategic alignment and portfolio fit
- High level outline approval

Approval to proceed:

- Dean of Partnerships

DEVELOPMENT

- Academic outline
- Market analysis and feasibility
- Business case

Approval to proceed:

- 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:
 - 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.

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	Category 1 Dean approval <i>(according to provision)</i>	Category 2 AQSC approval	Category 3 AQSC approval via validation panel
Partnerships	<ul style="list-style-type: none"> Existing established partners only – courses constructed entirely from existing provision 	<ul style="list-style-type: none"> Existing established partners only – courses constructed from all existing provision plus a small number of new modules 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Current External Examiner 	<ul style="list-style-type: none"> External academic (meeting the same criteria for External Examiner nomination) 	<ul style="list-style-type: none"> External academic (meeting the same criteria for External Examiner nomination)
Professional input	<ul style="list-style-type: none"> Consultation with employer and industry contacts optional 	<ul style="list-style-type: none"> Consultation with employer and industry contacts advisable 	<ul style="list-style-type: none"> Validation Panel to include employer and industry contacts wherever possible
Student input	<ul style="list-style-type: none"> Evidence of student consultation and response required 	<ul style="list-style-type: none"> Evidence of student consultation and response to be sought wherever possible 	<ul style="list-style-type: none"> Validation Panel to include student representation wherever possible

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, varying student needs) Details of internal and external consultation (academic, professional, student) and response 	<ul style="list-style-type: none"> Full course and delivery details Programme specification, module maps and full module details
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"> Dean of Partnerships 	Approval to proceed: <ul style="list-style-type: none"> 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"> Dean of Partnerships Category 2 & 3: AQSC

New course approval process

