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 1**
Dean approval *(according to provision)*
- Existing established partners only – courses constructed entirely from existing provision

**Category 2**
AQSC approval
- 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

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

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

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### Approval to proceed:
- Dean of Partnerships

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

Lead contact for course development submits for Concept approval

Concept stage Decision

Approved to proceed

Concept stage Decision

Approved to proceed

Not approved - does not progress

Not approved - does not progress

Submitted for Development approval

With recommendations from:
Deputy Dean of Partnerships/Partnerships Team, academic department at Essex

Development stage Decision

Approved to proceed

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

Not approved – does not progress

Submitted for Final approval

With recommendations from:
Deputy Dean of Partnerships, Partnerships team, academic department at Essex

Final approval decision (AQSC)

Input from external academics, professional/industry expertise and students

Final approval Decision

Category 1: Existing provision

Category 2: Dean’s Review
Small amount of new content/delivery

Category 3: Validation Panel
New curriculum area or initiative

Final approval decision (AQSC)

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

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Discussions with relevant staff, including Partnerships Manager, Dean and Deputy Dean of Partnerships

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

Approved to proceed

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

Final approval decision (AQSC)