

# New Course Approval



## Process Guidance

### Category 1

#### Definition

- Established partners only - new course constructed entirely from existing provision

#### Consultation

- Current External Examiner comment
- Evidence of student consultation and response
- Employer/industry (optional)
- All consultation will be captured as part of the Development Stage
- Partnerships Team will arrange for an Academic at Essex to comment on the proposal.

#### Documentation

- Concept, Development and Final Stage forms
- Module Outlines, Programme Specification (including those for exit awards), Module Map and work based/placement learning forms (if applicable)

### Approval and Reporting

Deputy Dean of Partnerships support for new course



Dean of Partnerships approval



Reported to AQSC for information  
(basic information only - course title)



Sign off sheet sent to Partner confirming approval of new course

## Category 2

### Definition

- Established partners only - new course constructed from existing provision plus a small number of new modules:
- Undergraduate and Postgraduate Taught courses - up to one-third new credits for the new target award (for example, 120 credits for a new 360 credit undergraduate programme, 60 credits for a new Masters programme of 180 credits) - *Please note, the Partnerships Team can change the category of approval if deemed necessary.*

### Consultation

- External Academic (meeting the same criteria for External Examiner nomination and sourced by Partner Institution)
- Evidence of student consultation and response to be sought, where possible
- Employer/industry contacts advisable
- All consultation will be captured as part of the Development Stage
- Partnerships Team will arrange for an Academic at Essex to comment on the proposal.

### Documentation

- Partner Institution to submit documentation to Partnerships Team for review as detailed in the documentation checklist for Category 2 courses, (which includes Partner Summary Document, Student Handbooks and assessment schedule etc.)

### Approval and Reporting

Documentation reviewed and conditions and recommendations to be drafted by the Deputy Dean of Partnerships

Final Review of documentation by Dean of Partnerships and to agree with the Deputy Dean of Partnerships that Areas for Consideration have been addressed within the documentation and finalise conditions or recommendations

Summary Outcome Report finalised and sent to Partner Institution

Category 2 Summary report, Final Stage form, Programme Specification and Module Map submitted to PEC, and then onto AQSC for final approval.

AQSC gives approval. Conditions and recommendations signed off by Deputy Dean of Partnerships. Sign off sheet sent to Partner.

## Category 3

### Definition

- Existing partners - new courses with higher levels of new content or courses in a new curriculum area
- All courses for new partners

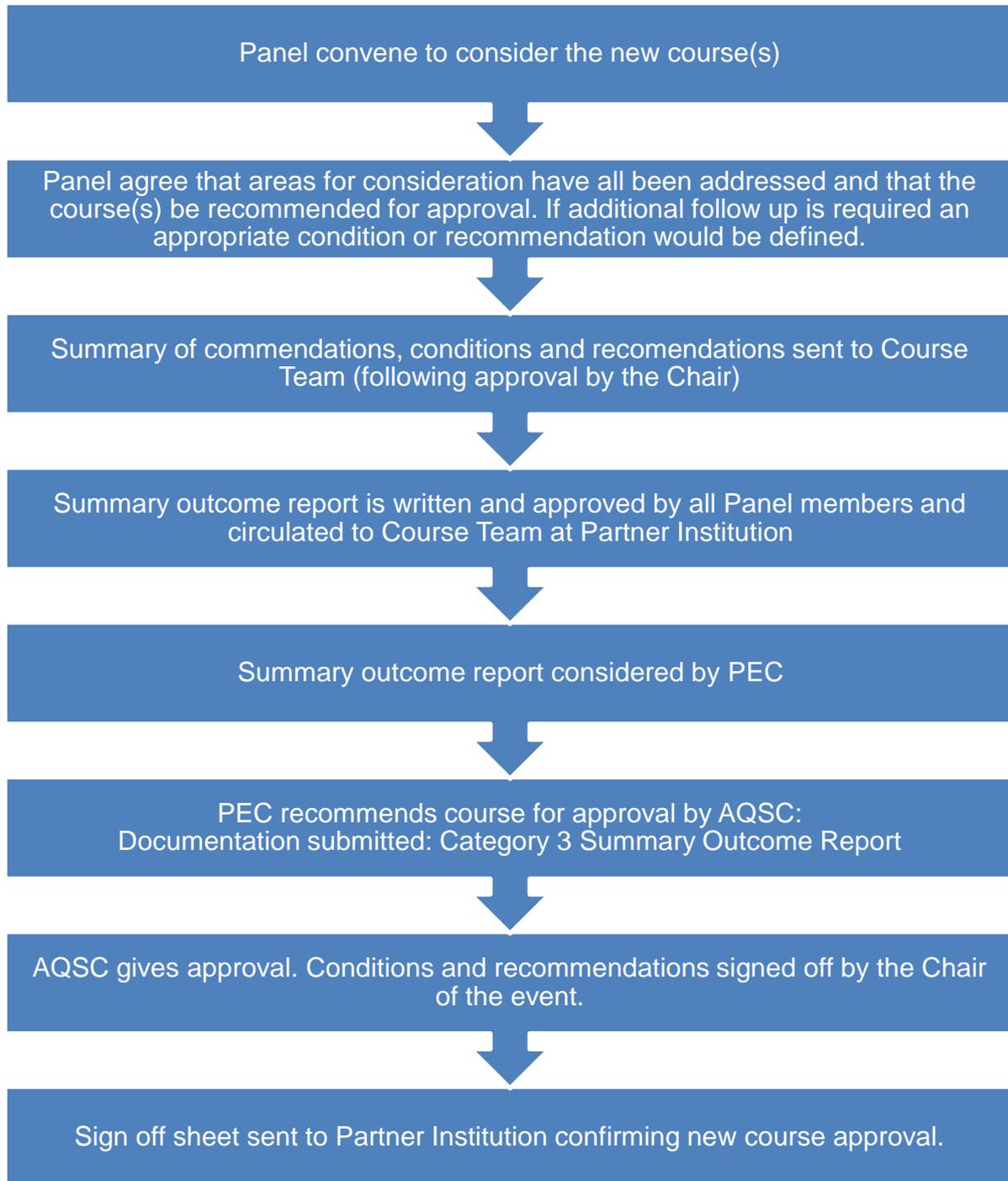
### Consultation

- Consultation will be captured as part of the Development Stage
- Validation panel to include:
  - External Academic (meeting the same criteria as External Examiner nomination and sourced by the Partnerships Team)
  - Internal Academic (sourced by the Partnerships Team)
  - Employer and Industry contacts, wherever possible (sourced by Partner Institution)
  - Student Representative, wherever possible (sourced by Partner Institution)
  - Further guidance, including panel membership is available on the Partnerships Team website.

### Documentation

- Partner Institution to submit documentation to Partnerships Team for review as detailed in the Documentation Checklist, (which includes Partner Summary Document, Student Handbooks and assessment schedule etc.).
- Documentation will be circulated to all Panel members by the Partnerships Team in advance of the validation event.
- Panel members will be asked for feedback in advance of the validation event and to indicate whether the Areas for Consideration have been adequately addressed in the documentation and to highlight areas they would like to investigate further at the Panel meetings.

## Approval and Reporting



### Document review information

Document owner	Partnerships Team, University of Essex
Document author	Dawn Mott, Partnerships Manager (Development & Oversight)
Document last reviewed by	Dawn Mott, Partnerships Manager (Development & Oversight)
Date last reviewed on	February 2022
Review frequency	Annually