# 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:**
- UG/PGT: Executive Dean
- PGR: Executive Dean
- Partnerships: Dean of Partnerships

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

**Full approval:**
- Category 1:
  - UG/PGT: Executive Dean
  - PGR: Executive Dean
  - Partnerships: 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.
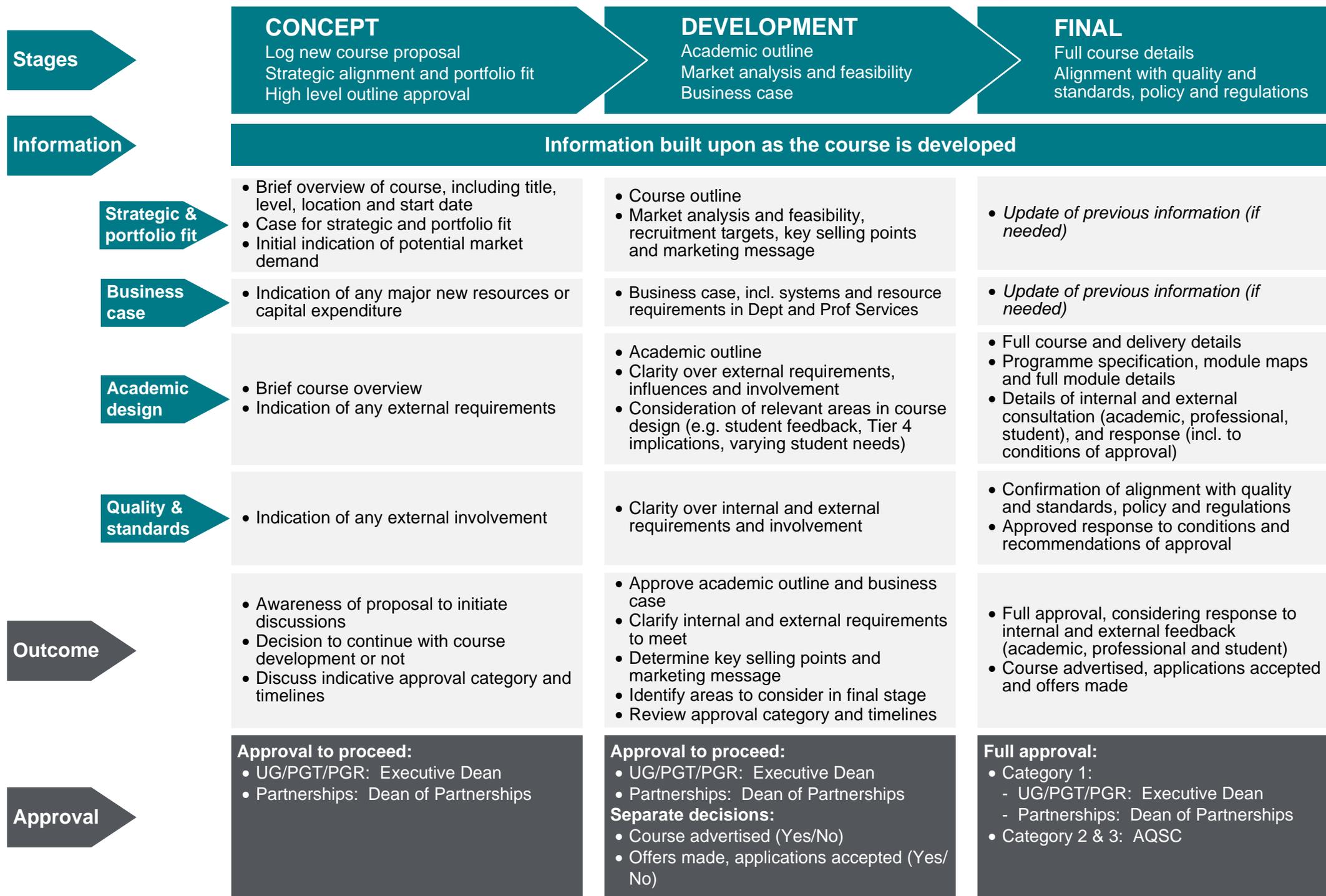
**Single source of data available:**
- Department planning
- Product Development Group
- Committee reporting
- Professional Services planning

# 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<br>Dean approval *(according to provision)* | Category 2<br>AQSC approval | Category 3<br>AQSC approval via validation panel |
|---|---|---|---|
| UG/PGT | • Constructed entirely from existing provision or a small number of new modules | • Constructed from more significant levels of new content or delivery in an existing area of expertise; and/or<br>• A new type of provision or delivery where there is less expertise in the department | • A course in a new curriculum area, significantly new method of delivery, or which involves external collaboration<br>• Courses which require validation to meet external requirements |
| PGR | • A new PGR course in a curriculum area already offered by the University and in which the department can demonstrate appropriate expertise/supervisory capacity. | • Where a course involves a new type of provision or delivery where there is less expertise in the department | • A course in a new curriculum area, significantly new method of delivery, or which involves external collaboration |
| Partnerships | • Existing established partners only – courses constructed entirely from existing provision | • Existing established partners only – courses constructed from all existing provision plus a small number of new modules | • Existing partners – new courses with higher levels of new content or courses in a new curriculum area<br>• All courses for new partners |
| **Consultation** | | | |
| External academic input | • UG/PGT/Partnerships:  Current External Examiner | • UG/PGT/Partnerships:  External academic (meeting the same criteria for External Examiner nomination | • All provision:  External academic (meeting the same criteria for External Examiner nomination |
| Professional input | • UG/PGT/Partnerships:  Consultation with employer and industry contacts optional | • UG/PGT/Partnerships:  Consultation with employer and industry contacts advisable | • All provision:  Validation Panel to include employer and industry contacts wherever possible |
| Student input | • UG/PGT/Partnerships:  Evidence of student consultation and response required | • UG/PGT/Partnerships:  Evidence of student consultation and response to be sought wherever possible | • All provision:  Validation Panel to include student representation wherever possible |

# New course approval stages and information gathered

| | CONCEPT | DEVELOPMENT | FINAL |
|---|---|---|---|
| **Stages** | Log new course proposal<br>Strategic alignment and portfolio fit<br>High level outline approval | Academic outline<br>Market analysis and feasibility<br>Business case | Full course details<br>Alignment with quality and standards, policy and regulations |

**Information** — Information built upon as the course is developed

| | CONCEPT | DEVELOPMENT | FINAL |
|---|---|---|---|
| **Strategic & portfolio fit** | • Brief overview of course, including title, level, location and start date<br>• Case for strategic and portfolio fit<br>• Initial indication of potential market demand | • Course outline<br>• Market analysis and feasibility, recruitment targets, key selling points and marketing message | • *Update of previous information (if needed)* |
| **Business case** | • Indication of any major new resources or capital expenditure | • Business case, incl. systems and resource requirements in Dept and Prof Services | • *Update of previous information (if needed)* |
| **Academic design** | • Brief course overview<br>• Indication of any external requirements | • Academic outline<br>• Clarity over external requirements, influences and involvement<br>• Consideration of relevant areas in course design (e.g. student feedback, Tier 4 implications, varying student needs) | • Full course and delivery details<br>• Programme specification, module maps and full module details<br>• Details of internal and external consultation (academic, professional, student), and response (incl. to conditions of approval) |
| **Quality & standards** | • Indication of any external involvement | • Clarity over internal and external requirements and involvement | • Confirmation of alignment with quality and standards, policy and regulations<br>• Approved response to conditions and recommendations of approval |
| **Outcome** | • Awareness of proposal to initiate discussions<br>• Decision to continue with course development or not<br>• Discuss indicative approval category and timelines | • Approve academic outline and business case<br>• Clarify internal and external requirements to meet<br>• Determine key selling points and marketing message<br>• Identify areas to consider in final stage<br>• Review approval category and timelines | • Full approval, considering response to internal and external feedback (academic, professional and student)<br>• Course advertised, applications accepted and offers made |
| **Approval** | **Approval to proceed:**<br>• UG/PGT/PGR: Executive Dean<br>• Partnerships: Dean of Partnerships | **Approval to proceed:**<br>• UG/PGT/PGR: Executive Dean<br>• Partnerships: Dean of Partnerships<br>**Separate decisions:**<br>• Course advertised (Yes/No)<br>• Offers made, applications accepted (Yes/No) | **Full approval:**<br>• Category 1:<br>  - UG/PGT/PGR: Executive Dean<br>  - Partnerships: Dean of Partnerships<br>• Category 2 & 3: AQSC |

# New course approval process

**Concept stage**
*Strategic alignment and portfolio fit*

**Development stage**
*Market analysis and feasibility; Business case*

**Final stage**
*Full approval*

Lead contact for course development submits for Concept approval

*Discussions with relevant staff, including Faculty Manager, QUAD/PGR/ Partnerships teams, CER, Deans*

Not approved - does not progress

**Concept stage Decision**[1]

[1]*UG/PGT/PGR: Executive Dean*
*Partner: Dean of Partnerships*

**Approved to proceed**

Submitted for Development approval With recommendations from four areas: Faculty Managers, CER, Faculty Deans, Quality and Development / PGR / Partnerships teams

Not approved - does not progress

**Development stage Decision**[2]

[2]*UG/PGT/PGR: Executive Dean*
*Partner: Dean of Partnerships*

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

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

**Submitted for Final approval**
With recommendations from four areas: Faculty Managers, CER, Faculty Deans, Quality and Development / PGR / Partnerships teams

*Input from external academics, professional/industry expertise and students*

**Category 1**
Mostly existing provision

**Category 2**
More significant amount of new content / delivery

**Category 3: Validation Panel**
New curriculum area or initiative

**Final approval Decision**[3]

[3]*UG/PGT/PGR: Executive Dean*
*Partner: Dean of Partnerships*

Faculty Education Committee members invited to comment invited in advance of AQSC

**Final approval decision (AQSC)**

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