

Quality Manual: Managing Your Academic Portfolio

Managing your academic portfolio covers course planning, development and approval.

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1. DEFINITIVE COURSE DOCUMENTATION

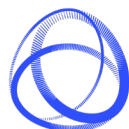
1.1. The Definitive Course Documentation contains the following elements:

- i. Full Course Specification (Approved version and any approved variations as set out on the Curriculum Management Tool)
- ii. Module Specifications (Approved version and any approved variations as set out on the Curriculum Management System)
- iii. Relevant Approved supporting course documentation submitted to Professional, Statutory and Regulatory Bodies (PSRBs)
- iv. Course Handbook
- v. Placement Handbook (where relevant)
- vi. Module Handbooks

1.2. The following table sets out the detail of the different components of the definitive documentation:

Figure 1.1: Definitive Course Documentation

Where approved	Process for Making Changes	Post Change
Full Course Specification (NOTE: This will include details of the offerings of the course and specify any calendars for course delivery)		
University Course Approval Panel – As a documented Academic Item on CourseLoop (the Curriculum Management Tool)	Course Change process (see Quality Manual: Course Changes)	All changes will have a specific version assigned which will identify which cohorts the changes apply to.
Module Specification		
When set as part of course approval: University Course Approval Panel – As a documented Academic Item on CourseLoop (the Curriculum Management Tool)	Course Change process (see Quality Manual: Course Changes) This process may also cover the creation of new modules where relevant	All changes will have a specific version assigned which will identify which cohorts the changes apply to.
Relevant Approved supporting course documentation submitted to Professional, Statutory and Regulatory Bodies (PSRBs)		
When set as part of course approval: University Course Approval Panel – As a documented attachments to the proposal on CourseLoop (the Curriculum Management Tool) –	Course Change process (see Quality Manual: Course Changes) AND including any PSRB authorisation stages	All changes will have a specific version assigned which will identify which cohorts the changes apply to.



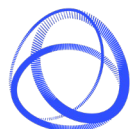
these must have been considered by the panel and cannot deviate from the CourseLoop submission or add additional requirements not documented through CourseLoop		
Course Handbook		
Signed off by the Course Director – aligned to University templates	Revised annually – but aligned fully with approved Course Specification	Oversight by relevant Course Board
Placement Handbook		
Signed off by the Course Director – aligned to University templates	Revised annually – but aligned fully with approved Course/Module Specification	Oversight by relevant Course Board
Module Handbook		
Signed off by the Course Director – aligned to University templates	Revised annually – but aligned fully with approved Module Specification	Oversight by relevant Course Board

2. DESIGN, DEVELOPMENT, AND APPROVAL OF COURSES AND COURSE CHANGES

- 2.1. For information on the processes for design, development, approval and review of courses, together with what to do when changing the status of a course, visit the Managing Your Academic Portfolio webpages:

<https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/management-of-your-academic-portfolio.aspx>

- 2.2. For suspension, withdrawal or closure of a course, see Quality Manual: Suspension, Withdrawal and Closure of a Course.
- 2.3. For changes to courses, see Quality Manual: Course Change



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