

# Course approval process.

## What is the Course Approval Process?

This process governs all the steps between conceiving an idea to welcoming a new cohort of students. The process is conducted largely in faculty. Key faculty decision makers and milestones are:

**Faculty Portfolio Planning Executive (FPPE)** examines the in-principle proposal (PPP1) and is responsible for approving the business case, deciding if it can proceed to further development.

**Faculty Learning, Teaching and Assessment Committee (FLTAC)** can advise on areas for development in terms of curriculum and assessment.

The Faculty arranges in house scrutiny of the proposal. When **Faculty Quality Committee (FQC)** is satisfied that sufficient scrutiny has taken place, it releases the proposal to the QSO Standing Panel. Their remit is to ratify whether University processes have been followed or advise if additional work is required.

## Information and Guidance

This guidance will aid you in planning and developing a new course. Click each to view the hyperlinks.

1. **Management of the Academic Portfolio web pages**
2. **Guidance for Course Design and Development**
3. **Academic Framework for the Design and Delivery of Awards**
4. **General Regulations for the Conferment of Awards**
5. **The Quality Manual**
6. **University assessment activity types**  
See Course Approval Preparation

## Role of the QSO Standing Approval Panel

- Review the submission from the course team
- Confirm that University processes have been followed
- Report their decision to the Education and Student Experience Committee (ESEC) and Course Team
- Possible decisions:

### RECOMMEND decision

+/- commendations  
+/- minor drafting alterations

### REJECT decision

Proposal rejected  
or  
Substantial development work required by Faculty

## Key Steps in the Approval Process

This is an overview of the approval process. For a process flow and detailed guidance for each step of the planning, development and approval stages, visit the QSO web pages. These pages also contain templates (with guidance) of the documentation you will need to complete.

For additional advice, contact: [quality@canterbury.ac.uk](mailto:quality@canterbury.ac.uk)

**1** PPP1 (in-principle approval)  
FPPE Sign off

*After PPP2 approval, advertise "subject to approval"*

**6** Course Review QSO standing panel

**2** In-principle approval  
Academic Strategy Committee

**4** Faculty development scrutiny. Sign off by FLTAC

**7** Course Approval ESEC recommends decision to AB

**3** PPP2 (detailed planning) submitted to FPPE

**5** Course Review. Sign-off by FQC

**8** Course Approval Academic Board