

Managing the Academic Portfolio.

What is management of the academic portfolio?

A set of processes designed to ensure that the University meets its responsibilities for:

- Setting and maintaining academic standards
- Assuring and enhancing the quality of learning outcomes
- Ensuring an effective planning process

Course Planning - the Faculty must demonstrate that there is a business case based on market research and financial planning. It is crucial to establish the in-principle case for proceeding to course development.

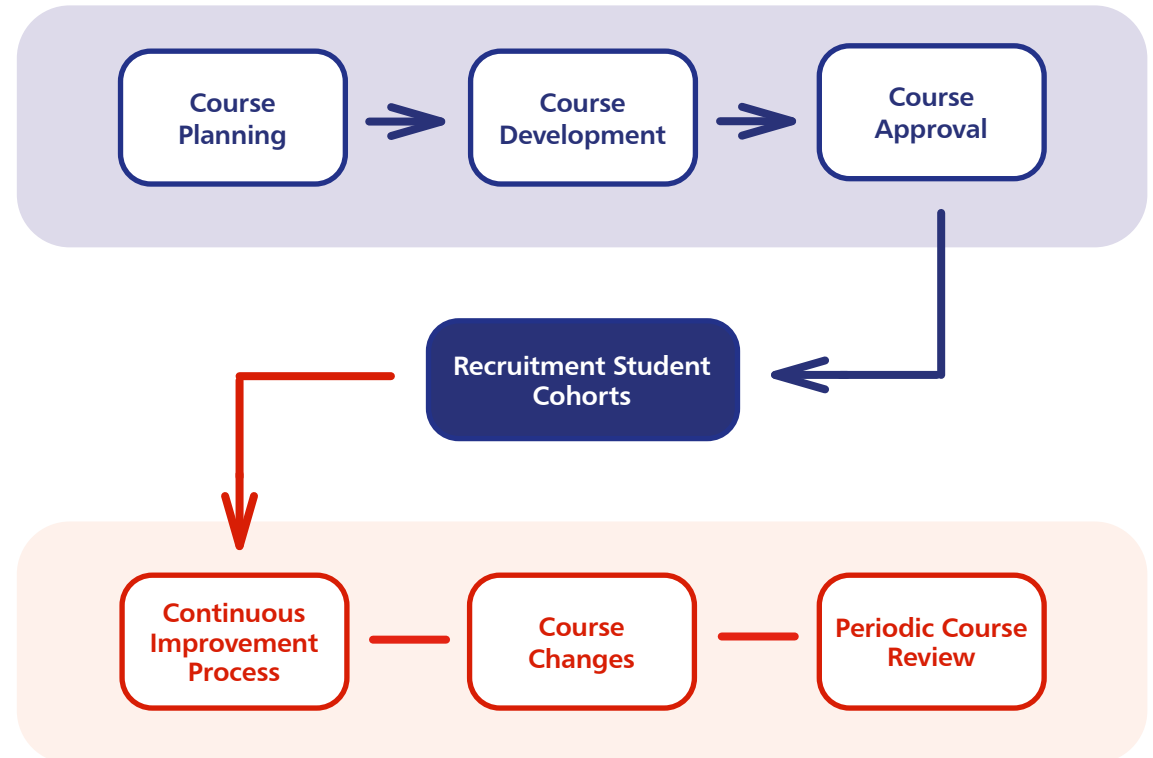
Course Development - the Faculty develops course design, learning and teaching approaches, and ensures the curriculum fits to industry or PSRB criteria where applicable.

Course Approval - the proposal is scrutinised in Faculty before being approved for release to a QSO standing panel. If the standing panel are assured that University procedure has been followed and the course meets standards, it is approved.

Course Modification - course teams use this to promote innovation, keep module syllabus up to date, enhance the curriculum or respond to changes in PSRB regulations. Major modifications are conducted using the University course approval process. Minor modifications are conducted in Faculty with approval from the Faculty Quality Committee.

Periodic Course Review - this occurs as a course comes to the end of its approval period (usually year 4/ 5 of a 6 year cycle). A comprehensive evaluation and analysis of the course is undertaken in Faculty to ensure curriculum design and content continue to meet academic standards and provide a suitable student experience.

Course Suspension / Withdrawal / Closure - a change of status may be required to respond to, for example, falling recruitment, sector changes. You will need to make the request through your Faculty Course Planning Executive.



The Quality and Standards Office (QSO) oversee and operate the University processes that ensure courses of study are of an appropriate quality and standards and meet national expectations.

Further quick guides on these processes can be accessed from the QSO main web page.

- **Course Planning, Development and Approval**
- **Course Periodic Review**
- **Continuous Improvement**

For more information, see the Quality and Standards Office (QSO) web pages or contact quality@canterbury.ac.uk