

## The planning and approval process for a new course

Steps	Approval stage	Approval Body	Template(s)	Outcomes
1	In-Principle Approval – Faculty Level	Faculty Portfolio Planning Executive	<b>Planning Proposal Part 1 (PPP1)</b> If collaborative: <b>Risk Assessment, New Partner Proposal Form</b>	If approved, submitted to the Academic Strategy Committee (ASC)
2	In-Principle Approval – University Level	Academic Strategy Committee	<b>PPP1</b> If collaborative: <b>Risk Assessment, New Partner Proposal Form</b>	If in-principle approval is granted, proposal may progress to detailed planning (PPP2)
3	Detailed planning – Faculty Level	Faculty Portfolio Planning Executive	<b>Planning Proposal Part 2 (PPP2)</b> with appendices	If approved, the proposal may proceed to Faculty Scrutiny of the course documentation
<p>If requested and approved at the PPP2 stage (step 3), the programme may then be advertised: 'Subject to Validation'.</p> <p>Marketing, SSQL, Applicant Services and Admissions must receive the approved PPP1 and PPP2 with appendices from the Faculty Portfolio Planning Executive to authorise this action.</p>				
4	Course Development	N/A	<b>Course Document Module Specification Module Descriptor External Advisor Nomination</b>	The Course Team develop the proposal and course document. They must seek input from an External Advisor
5	Course Development – Faculty Scrutiny	Faculty Scrutiny Group / Critical Reading Group	<b>PPP1 and 2 with annexes Course Specification (items 1-30 from PPP1 and 2) Course Document Module Specification Module Descriptor External Advisor Report</b>	Following Faculty scrutiny, the documentation is submitted to the FLTAC for approval to submit to the FQC

Step	Approval stage	Approval Body	Template(s)	Outcomes
6	Course Development – Faculty Approval	Faculty Learning and Teaching and Assessment Committee (or equivalent body)	<b>All documents listed at step 5 Approval Tracker Document</b>	FLTAC reports to FQC confirming via a sign-off form the extent to which the proposal meets the requirements.
7	Course Review – Faculty Level	Faculty Quality Committee	<b>All documents listed at steps 5 and 6</b>	FQC reviews the submission and if agreed, signs off the documents to QSO for submission to the Standing Approval Panel
8	Course Review – University Level	Standing Approval Panel – convened by the QSO	<b>All documents listed at steps 5 and 6 plus confirmation from FQC</b>	If approved, outcome reported to Education and Student Experience Committee

The Standing Approval Panel may approve the submission subject to minor drafting alterations which will be carried out by the Course Team before submission to the Education and Student Experience Committee.

9	Course Approval – University Level	Education and Student Experience Committee	Documents provided by QSO on behalf of the Standing Approval Panel	If approved, the Committee make the recommendation to the Academic Board for approval
10	Course Approval – University Level	Academic Board	Documents provided by QSO on behalf of ESEC	If approved, final documentation is circulated by the QSO.

Once the Academic Board has approval has been granted, the course may commence.

# Guidance

## Step One

Completed Planning Proposal Part 1 (PPP1) form must be submitted to the Faculty Portfolio Planning Executive. Collaborative proposals require a completed risk assessment and partner proposal form in addition. Once approved by the FPPE, the proposal is submitted to the Academic Strategy Committee (ASC). There are restrictions on when proposals may be considered by the ASC, please contact either your Faculty Quality Office, or Claire Anderson, Quality Manager, for further information.

## Step Two

The outcomes of the ASC are circulated by the ASC Secretary to Faculties. If the ASC grants in-principle approval for a proposal, then the planning process may proceed to Planning Proposal Part 2 (PPP2), which is the detailed planning stage. If a proposal is not approved, the ASC outcomes will confirm what further work is required.

## Step Three

PPP2 requires consultation with professional services (see appendix 1), completion of the Student Number and Finance annexes and approval of the prospectus entry. This is also the point at which approval may be granted to advertise a course 'subject to validation'.

## Step Four

The Course Team develops the proposal and completes the documentation templates. They must seek external review by appointing an External Advisor (see QSO Course Planning page for information).

## Step Five

The course documents scrutiny stage requires the following to be submitted to an appropriately convened faculty review body e.g. critical reading group:

- PPP1 and 2 with student number, finance and prospectus annexes
- Course Specification (items 1-16 from PPP1 and items 17-30 from PPP 2)\*
- Course Document\*
- Module Specifications\*
- Module Descriptors\*
- External Advisor report
- Approval Tracking Document (Course Director completes section 1, HoS completes section 2 to confirm proposal can go to the review stage.

The faculty review body will review the submission and, once content with the curriculum and quality of the course, the Chair will sign section 3 of the Approval Tracking Document and submit the documentation to the Faculty Learning and Teaching Committee.

**\* The course team should combine these items into a single document for submission to the review body.**

## Step Six

The FLTAC will review the submission and, once content with the curriculum and quality of the course, the Chair of FLTAC will sign section 4 of the Approval Tracker Document. This confirms that the particular standards have been met and that the University may have confidence that the course will operate in line with University expectations. The Chair submits the documentation to the Faculty Quality Committee for approval to proceed to a Standing Approval Panel.

## Step Seven

The Faculty Quality Committee reviews the submission and if content with the documentation and the FLTAC's recommendation, the Chair of FQC signs section 5 of the Approval Tracker Document. FQC will submit the documentation as set out in step 4 to the Quality and Standards Office (QSO)

## Step Eight

The QSO will arrange for a Standing Approval Panel to review the documentation to ensure that University processes have been followed. It will focus on ensuring that the course will deliver the expected student experience.

The Panel will not set 'conditions' and make 'recommendations', it may:

1. offer commendations
2. recommend the course to the Education Student Experience Committee (ESEC) and Academic Board (AB) in its current form
3. ask for minor alterations (drafting) for Chair's action and then recommend to ESEC and AB
4. return the course to the Faculty for further consideration
5. reject the proposal in its current form

The Faculty Director of Quality will be invited to attend to answer questions, the relevant HoS may also attend to observe.

## Steps Nine and Ten

If the Standing Approval Panel recommend the proposal to ESEC and AB for approval, the QSO will arrange for this to take place. Once the Academic Board has approved the proposal, the programme may commence.

# Appendix 1: Consultation required with Professional Services for PPP2

## **Marketing and Communications:**

Further Market Research (if required by FPPE)  
Student Recruitment Marketing

## **Planning and Academic Administration:**

Registry  
Student Operations  
Student Procedures  
Student Records and Assessments  
Collaborative Partners and Campus Hubs

## **Admissions:**

Undergraduate Admissions  
Postgraduate Admissions  
Applicant Services  
Compliance / DBS

## **Strategic Planning and Continuous Improvement:**

Planning  
Student Systems (QL)  
Student Systems (Timetabling and Attendance)  
MOSI Programme  
International Collaboration / Recruitment  
International Partnerships and Development  
Visa Compliance

## **Infrastructure Resources:**

Estates and Facilities Services  
Information Technology  
Accommodation Office (for international students for example)

## **Delivery Resources:**

Library and Learning Resources (printed and enhanced online resources) (Learning and Research Librarian)  
Learning and Teaching Enhancement Unit  
Staffing required from other Departments or Schools  
Internal Faculty requirements eg Placement Office, Director of the GMS  
Enterprise and Employability