



**Canterbury
Christ Church
University**

University Curriculum Approval Panel: Guidelines for panel members

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1. Role of the University Curriculum Approval Panel

By delegated authority of the Academic Board, University Curriculum Approval Panels (UCAP) are the University level approval mechanism for new courses and major course changes, which fall outside the faculty course change procedures.

UCAPs are arranged by the Quality and Standards Office (QSO) and act as a mechanism of quality assurance to confirm that the in-faculty scrutiny and approval processes for courses managed by the Faculty Curriculum Approval Panel (FCAP) have been conducted appropriately and in line with University expectations and that the curriculum will meet national and PSRB expectations where relevant.

Subject to the submission of satisfactory course documentation by the Faculty including the FCAP submission form, the Chair of the UCAP will certify that the Panel has operated in line with the requirements of the University and confirm that the University may have confidence that the courses will operate in-line with its expectations.

Detailed information about course planning and approval and about periodic course review can be found on the [QSO web pages](#).

If a panel member would like further information, they should contact the QSOEvents@canterbury.ac.uk for advice.

2. Terms of Reference

The Terms of Reference for the University Curriculum Approval Panel can be found on the [QSO Web pages](#).

3. Format of University Curriculum Approval Panels

The UCAP can take one of four forms:

- **Standard UCAP.** This is the usual format for University curriculum which will involve a documentary review and will not normally involve interviews with those submitting proposals. These UCAP may consider a number of proposals in one meeting.
- **UCAP for Apprenticeship or other specialist approval.** These will be single subject (or related subject) events which involve all participants as specified by the nature of the proposal. It will normally involve an extended panel membership and may include interviews with the Faculty and course team members as well as stakeholders if required.
- **UCAP for PSRB accreditation.** These will be single subject (or related subject) events which involve all participants as specified by a PSRB. It will normally involve an extended panel membership and interviews with the Faculty and course team members as well as stakeholders.
- **UCAP Validation Event.** These are events to validate curriculum developed and delivered by a Collaborative Provision Partner. These will be single subject (or related subject) events which will normally take place at the collaborative partner's premises. It will normally involve an extended panel membership and interviews with the Collaborative Partner course team and supporting CCCU Faculty members and stakeholders where relevant.

4. Operation of the Standard University Curriculum Approval Panel

Each UCAP will normally consider up to three courses which may include both new course approvals and major changes to existing courses, and which will usually originate from a single Faculty. A UCAP meeting will be scheduled for no longer than 2.5 hours, however the duration of the meeting may be shorter.

The UCAP will not normally meet with course team members.

The documentation set for each course proposal consists of the following:

1. Course Specification, Course Document and Module specifications and Descriptors (with track changes where a major course change is proposed)
2. Planning Stage forms (for information only)
3. Major Change form (where applicable)
4. External Advisor Report
5. Faculty Curriculum Approval Panel sign-off form

Prior to the UCAP, course teams submit their proposal and required course documentation to the Faculty Curriculum Approval Panel. The FCAP will review the submission against the University criteria and must be satisfied that the Course fully meets all requirements and the documentation is complete and accurate.

The UCAP must receive a sign-off from the FCAP, including a report indicating Faculty conditions and recommendations and how they have been fully addressed.

Faculty sign-off enables the UCAP to focus on confirming that robust faculty scrutiny and University course development processes have been followed, rather than interrogating each proposal. The process flows for [course approval](#) and [course change](#), showing the faculty level scrutiny points, can be viewed on the QSO website.

5. Membership and roles for a Standard University Curriculum Approval Panel

The Membership for the University Curriculum Approval Panel can be found in the [terms of reference document](#).

The panel will be supported by a member of Quality and Standards Office who will ensure a record of the meeting is made and prepare the report on UCAP outcomes.

Each panel member is appointed based on their expertise and experience to enable the panel to determine whether to approve a course on the basis of the UCAP Terms of Reference and the outcome of the FCAP.

Each member of the panel will normally sample the documentation to ensure that the scrutiny undertaken by FCAP meets the requirements set out in the [University Course Scrutiny criteria](#).

The usual responsibilities are outlined below:

1. The Chair will sample the course approach to course organisation and learning resources
2. The Learning and Teaching representative will sample the course approach to the learning and teaching strategy
3. The Quality representative samples the course approach to meeting the requirements of PSRBs, student voice and the technical data as set out in the course specification
4. The academic panel member samples the course approach to academic support, student voice, and assessment and feedback

6. Membership, Roles and Operation of the University Curriculum Approval Panel for Apprenticeship Approval, PSRB Accreditation or Validation Event

See Appendices A, B and C for these. (*To follow*)

7. Timeline to consider the submitted documentation

Panel members will receive a SharePoint link to the course documentation from the QSO (via QSOEvents@canterbury.ac.uk) at least two weeks prior to the event.

8. Outcomes of the University Curriculum Approval Panel

Fig 1. UCAP Decisions and further actions

This table shows the steps which follow each possible panel decision.

Panel outcome	Action required	Responsible	Timeline	Responsible for the Approval of Changes	UCAP signoff
Outcome 1: Certify approval of the course with no changes required	UCAP Chair to certify approval to University	QSO Course Approvals Team: 1. Notify relevant departments and Faculties of the approval outcome 2. Circulate final course documents	N/A	N/A	Date of event
Outcome 2: UCAP requests minor drafting alterations, to be approved via UCAP Chair's Action	Course team to completed required changes (conditions) and consider recommended changes (recommendations)	Course Director	Normally 2 weeks	Chair of FCAP, FDQ or nominee of FDQ	UCAP Chair's Action
Outcome 3: The proposal is returned to the Faculty. The UCAP report details areas of further significant development for the course team and FCRP to consider	Normally Chair, supported by QSO and LTE Panel members, to meet with HoS, FDLT, FDQ and Course Director to review areas for development FCAP and Course Team receive the outcome report	The Course Director working with Faculty Director of Quality / Faculty Director of Learning & Teaching / Head of School / Faculty Registrar – dependent on the nature of change required	To be agreed by Head of School, in consultation with the UCAP, dependent on scale of work and proposed start date	Chair of FCAP, FDQ or nominee of FDQ	UCAP (or Chair's Action dependent on scale of change required)

<p>Outcome 4:</p> <p>Withdraw the course proposal in its current presentation</p>	<p>Chair, supported by QSO and LTE Panel members, to meet with HoS, FDLT, FDQ and Course Director to review areas for development</p>	<p>Head of School</p>	<p>In most instances a resubmitted proposal will return to the UCAP in the following academic year.</p>	<p>FCAP UCAP</p>	<p>UCAP</p>
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9. Post approval event activities

The QSO will arrange for a report of the UCAP event to be provided to the Faculty Quality Office for circulation to the Course Director and relevant colleagues, for any required action, within the specified deadline.

Should the UCAP request amendments, the course team will update the documentation using track changes in line as required and note what actions they have taken on the report.

The Course Director provides the updated course documentation and UCAP report to the Faculty Director of Quality (FDQ) for initial review, the FDQ will then forward the updated document to QSOEvents@canterbury.ac.uk by the agreed resubmission date.

The QSO will arrange for the UCAP chair to review the updated documents and if they are satisfied that the panel's outcomes have been met, they will sign-off the course on behalf of the University for entry into the University portfolio.

For [further information on timelines](#) for curriculum setup, advertising and recruitment, please contact the relevant departments directly.

10. Appendices

To follow