Summary of the Programme Approval Process

(2014/15)

1 Non-standard fees must be approved by the Marketing, Recruitment and Admissions Group prior to submission of Part 1 Proposals. Proposals must include detailed costing information/business plan and a market research report prepared by Marketing and Communications.

2 If outside the PAR timescales, approval should be sought from the Faculty Executive. Educational Partnerships Board (EPB) approval is additionally required for any Collaborative Partners.

3 Following Approval in Principle and checking within the Academic Secretariat the programme can be advertised but all promotion material must carry a clear statement that the programme is ‘subject to approval’. For collaborative proposals, EPB will indicate when the programme can be advertised.

4 Where minor revisions to Part 2 Proposals are required, revised proposals should be submitted within a 2 week deadline from the date of the TPB meeting where initial consideration took place.

5 Programme formally approved for its first student intake. For collaborative proposals, EPB will consider Memoranda of Agreement following Part 2 Approval.

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Notes:
- **Part A**
  - School-Institute Proposal
    - Discussion of proposal at staff meetings, SSLCs, re programme's fit with the school's plan, academic framework and resources.
  - Completion of Part 1 Programme Proposal
    - Strategy and resourcing
  - School-Institute Learning Teaching Committee Approval
    - Denoted by HoS signature
  - Planning and Accountability Round or Faculty Executive Approval
  - Educational Partnerships Board Approval
    - For collaborative proposals
  - Notify Taught Programmes Planning Group

- **Part B**
  - CURRICULUM DEVELOPMENT
    - Development of programme syllabus, structure, aims and learning outcomes. Seek external adviser(s) to scrutinise programme
  - Completion of Programme Specification and Part 2 Programme Proposal (detailed academic submission)
  - School-Institute Learning Teaching Committee Approval
    - Denoted by HoS signature
  - Taught Programmes Board Consideration
  - Major revisions required (resubmission to TPB)
  - Minor revisions required (approval by Chair of TPB)

- **Notes**
  - Use of key internal and external reference points (QA & CAPD websites, QM Graduate Attributes, QAA Quality Code [FHEQ, subject benchmarks], PSRBs), employers, graduates.

- **Issues / approval conditions set?**
  - Yes
  - No

- **Part 1 Approved**
  - Completed Part 1 sent to Academic Secretariat for checking

- **Part 2 Approved**
  - Major revisions required (resubmission to TPB)