



**STAGE 1 UNIVERSITY PROGRAMME APPROVAL COMMITTEE**

**AGENDA**

**20<sup>th</sup> April 2016 at 09:00am in E214**

**Proposals for Stage 1 approval of:**

1. Solicitors' Apprenticeship (Law)
2. Foundation Year Actuarial Science/Accounting with Finance (Cass)
3. Postgraduate Certificate in Anti-Money Laundering (Cass)

**Approval Panel members**

- Professor David Bolton (DVC and Chair)
- Dr Pam Parker (LEaD)
- Kate Timms (Marketing and Communications)
- Professor Christine McCourt (School of Health Sciences)
- Professor Mireia Jofre-Bonet (School of Arts and Social Sciences)
- Alison Edridge (Student and Academic Services)
- Laura Tull (Student and Academic Services-secretary)

**Meeting schedule:**

09:00am Committee discussion of Solicitors' Apprenticeship (Law)

09:20am Meeting with Solicitors' Apprenticeship (Law) Team  
David Amos

09:50am Committee discussion of Postgraduate Certificate in Anti-Money Laundering and  
Foundation Year Actuarial Science/Accounting with Finance (Cass)

10:45pm Outcomes

The purpose of the two stage programme approval process is to:

- Enable the University to ensure an appropriate level of consistency in the proposed quality of learning opportunities and academic standards of its programmes
- Provide the opportunity for wider peer review of proposed programmes, enabling sharing of ideas to inform future practice
- Advise Education and Student Committee on the outcome of all programme approvals and any themes arising that may inform the University's overall quality enhancement agenda

**Stage 1** is to assess the market, viability and educational purpose of the proposal and will specifically consider the following for all proposals:

- The financial and educational rationale
- Promotion and recruitment issues
- Market research undertaken

- Adequacy of peer review within school
- Fit with School and University plans
- Consultation with professional services
- Programme management and quality assurance issues
- Outline of programme including assessment and programme learning outcomes

The following will be considered when included in the proposal:

- Exceptions to University Assessment Regulations, Credit Framework and Academic Year
- Viability of any placement component of the programme
- Evidence of agreement with any schools/departments providing service teaching
- Progress of collaborative arrangements when another institution is involved in delivery of the programme