Programme Approval Policy

Scope
All taught programmes leading to an award of City University London

Senate Regulations
- Regulation 15 – Undergraduate Programmes
- Regulation 16 – Graduate Programmes
- Regulation 17 – Postgraduate Programmes
- Regulation 19 – Assessment Regulations

Date approved/re-approved
June 2010 (updated August 2011)

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education Committee, as required.

To be read in conjunction with
Quality Manual Section 3
**Policy for Programme Approval**

The University will operate a process for the approval of all educational provision to ensure that the following are demonstrated:

- Strategic fit
- Demand and financial viability
- High quality learning opportunities
- Robust academic standards

School Boards of Studies are responsible for the development of educational provision and the quality and completeness of proposals before submission to a University Programme Approval Committee. The Deputy Vice-Chancellor, advised by Education Committee, is ultimately responsible for the approval of all provision and has oversight of mechanisms for approval.

The approval process is managed by Academic Services, which will additionally support Schools with all academic development matters in relation to City University London’s educational offer, the internal and the external quality framework.

The process is designed to ensure the appropriate involvement of other departments including: Learning Development Centre (for educational and curriculum development and technology enhanced learning), Commercial Directorate (corporate contracting support for collaborative provision), Information Services (for matters relating to the academic model, PRISM and the SITS record system), City Research and International Development Office (for matters relating to broader research strategy).

Programme Specifications are the definitive source of programme information for use in marketing and programme handbooks. The University has an approved template for programme and module specifications.

Programmes of study should conform to the requirements of the University Credit Framework.

Proposals for provision involving partner institutions are considered in line with the University’s Partnerships Policy.

No programmes can be advertised before University Stage 1 approval is granted. Final and full approval is required before the commencement of any programme.

**Principles of programme approval**

The programme approval process is designed to assist the development of the University’s educational offer. The core principles of programme approval are that it:

- Supports the development of high quality, relevant and complementary provision.
- Provides a common framework that is robust, but flexible and responsive to new market opportunities and the development of new/innovative provision.
- Be a peer review process; drawing on the expertise of internal colleagues and external experts.
• Promotes constructive and challenging discussion of matters related to academic provision and the quality of the student learning experience.
• Allows for the enhancement of proposals drawing on internal and external innovation and good practice.
• Proposals should have significant staff and, where appropriate, employer and student input from the earliest stages of development.
• Articulate, as far as possible, with:
  o Planning round
  o PSRB accreditations
  o Research Council requirements
• Be evidence based, drawing on high quality proposals, well developed budgets, market research and employer and student feedback.
• Aligns with the national quality assurance framework and guidance