Programme Approval Policy

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

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
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 of 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: ○ Planning round ○ PSRB accreditations ○ 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.