PROGRAMME APPROVAL POLICY

Scope

All programmes leading to an award of City, University of London including Partnership Provision. (The equivalent for Validated Provision may be found in the Validation and Institutional Partnerships Handbook)

Senate Regulations

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

Date approved/re-approved
May 2018

Date for review
To be reviewed every three years, with allowance for minor annual updates of roles and responsibilities by Educational Quality Committee as required

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.

Programme Approval Policy

City, University of London operates 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

The Deputy President and Provost, advised by the University Programme Approval Committee, is ultimately responsible for the approval of all provision and has oversight of mechanisms for approval.

Where significant amendments to existing provision are being proposed, the extent of change may mean that the proposal falls within the remit of the Programme Approval Policy and Guidance. Schools will liaise with Student and Academic Services on proposals for significant amendments on a case-by-case basis so that the appropriate process can be confirmed.

The approval process for new programmes is intended to provide rigorous scrutiny, whilst being supportive to the programme team and helping to facilitate innovation. The core principles of the programme approval process are:

- supporting the development of high quality, relevant and complementary provision.
- aligning with the University Vision and Strategy
- providing a common framework that is robust, but flexible and responsive to new market opportunities, and the development of new/innovative provision including flexible course delivery.
- being a peer review process, drawing on the expertise of internal colleagues and external experts, including the professional services such as LEaD.
- promoting constructive and challenging discussion of matters related to academic provision and the quality of the student learning experience.
- allowing for the enhancement of proposals drawing on internal and external innovation and good practice.
- having significant staff and, where appropriate, employer and student input from the earliest stages of development.
- articulating, as far as possible, with the:
    - o Planning round
    - o PSRB accreditations
    - o Research Council requirements
- being evidence based, drawing on high quality proposals, well developed budgets, market research and employer and student feedback.

All programmes should conform to the University Credit Framework, and align to City's quality framework as set out in the Student Policies and Regulations.

Proposals involving partner institutions are considered in line with the University's Partnership Policy.

A Programme Specification will be produced for each programme, and will be the definitive source of programme information for use in marketing and programme handbooks. The University has an approved template for programme and module specifications.

Programme teams should, in all instances, work with the relevant Professional Services to support and facilitate developments.

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

The process involves two main stages, consisting of School and University oversight:

> <u>Stage 1 – Strategic Consideration and Resourcing:</u> to consider if a proposal is academically sound, as well as financially viable; this will include evidence of a viable and sustainable market.

> <u>Stage 2 – Full Approval:</u> this is a closer consideration of the detailed academic proposal including full programme specifications, regulations and module descriptions.

No programme can be advertised before University Stage 1 approval is granted and any conditions to be met prior to marketing are approved by the Chair of UPAC. Final and full approval is required before applicants may be offered a place on a programme and before its commencement.

The process is designed to ensure the appropriate involvement of relevant Professional Services including: Learning Enhancement and Development (LEaD) (for educational and curriculum development and technology enhanced learning), Quality and Academic Development (policy and regulatory alignment and development of collaborative provision), Academic Operations (for matters relating to the academic model and the SITS record system), Timetabling (to ensure timetabling requirements are available), IT Services, the Library (to confirm resourcing), Finance and Research and Enterprise (for matters relating to broader research strategy).

Stage 1 – Strategic Consideration

The aims of the Stage 1 approval are to:

- establish that the proposed programme aligns with the University Vision and Strategy and School Plans.
- establish appropriate availability of resources to provide a high-quality academic experience.
- ensure market intelligence and information is robust and well evidenced
- establish financial viability alongside appropriate resourcing required for a high quality student learning experience

- establish the proposed mode of delivery of the programme
- agree the programme title, level and outline structure.

Approval from the School Dean, the Chair of PARC (Programme Approval and Review Committee) and Finance is required prior to submission of the proposal documentation to Student and Academic Services. The submission will be presented to the University Programme Approval Committee (UPAC) for scrutiny. The Programme Team will be invited to attend the Stage 1 UPAC meeting to provide clarification on the proposals.

No programmes can be advertised before City Stage 1 approval is granted. Upon receipt of Stage 1 UPAC approval, marketing of the programme may commence, including the caveat "*This programme is currently under development and is subject to final approval. For further information, please contact the [name of School/Department]",* subject to any pre-marketing conditions being met and approved by the Chair of UPAC.

Responses to any conditions arising from Stage 1 UPAC must be confirmed by the Chair of UPAC Stage 1, unless met through the Stage 2 submission, in advance of Stage 2 UPAC approval.

Stage 2 – Full Approval

The aims of the Stage 2 approval are to undertake a rigorous oversight of the academic detail of the proposed programme, in particular the:

- appropriateness of standards relating to the level and title of the proposed award
- academic coherence of the programme including:
  - Curriculum design which enables the learning outcomes of the programme (including verification that the core modules enable all students on the programme to meet the set programme learning outcomes).
  - Appropriateness of assessment methodologies and strategy in accordance with the learning outcomes and discipline.
  - The role and nature of placement provision and student mobility opportunities on the programme (where appropriate)
- ensuring learning opportunities of the programme are inclusive and will enable students from diverse backgrounds to engage and achieve the learning outcomes.
- the relationship between current research in the field and proposed programme and modules.
- ensuring the robustness of the content of the programme specification for publication.

The Stage 2 proposal is submitted to the School PARC for scrutiny and approval prior to submission to UPAC. The Programme Team will be invited to attend the Stage 2 UPAC meeting to provide clarification and discuss the programme in detail.

A programme will be considered fully approved upon receipt of confirmation from the Chair of the UPAC Stage 2 meeting, of the responses to any conditions and recommendations and formal approval has been granted by the Deputy President and Provost. It is at this point that any marketing caveats may be removed, and offers may be granted to applicants.

After agreement by UPAC the new programme will be approved by the Deputy President and Provost. Student and Academic Services will liaise with the relevant Professional Services to ensure the approved programme is appropriately recorded on the City's systems and full marketing and recruitment can commence.

Reporting

Student and Academic Services will provide an annual report to Educational Quality Committee and Senate on the outcomes of the programme approval process.

Policy Title	
Programme Approval	

Policy Enabling Owner and Department	Responsible for Implementation and Department
Student & Academic Services (S&AS)	S&AS

Approving Body	Date of Approval
Senate	May 2018

Last Reviewed & Version	Review Due Date
May 2018 (V1)	May 2021

Publication of Policy *(tick as appropriate)*

For public access online (internet)? ☑	For staff access only (intranet)? ☐
Website Link: **https://www.city.ac.uk/about/governance/student-policies-and-regulations**	Intranet Link:

Storage of Policy *(Previous versions of the policy must be stored in the drive by the author)*

Drive Address: Z:\QUAD\Quality Manual\3. Programme Development, Approval and Amendment\Policy

Queries about this policy should be referred to

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