

7 PROGRAMME DEVELOPMENT

INTRODUCTION

- 7.1 This section deals with the development of new programmes. Programmes for this purpose are deemed to be proposals that are planned to lead to an award as set out in Section 6.2 of these regulations. As indicated in Section 6.11, proposals for more than one programme can come forward as a 'scheme'. What follows within this section and Section 8 also applies to schemes.
- 7.2 There are three key stages in the development of a new programme (see table at the end of this section for more detail). These are:

Stage 1 – Initiation and planning approval

Stage 2 – Programme development

Stage 3 – Programme approval

- 7.3 The objectives of adopting a staged process are:
- a. to ensure that developments are open to all wishing to participate
 - b. to ensure that developments are consistent with strategic plans
 - c. to ensure that the resources required to deliver new developments are identified
 - d. to facilitate development by enabling development teams to secure resources
 - e. to ensure that proposals are subject to rigorous academic scrutiny.

RESPONSIBILITIES

- 7.4 The relevant Faculty Board of Study is responsible for determining the academic validity of the proposal and for recommending planning approval.
- 7.5 The responsibility for ensuring that a programme development team are properly supported through the development process rests with the relevant Faculty Board of Study and the dean of faculty.
- 7.6 All proposals are also subject to scrutiny at institutional level by Academic Council (or a body to which it delegates this authority) of their strategic fit and sustainability, taking into account the recommendation of the relevant Faculty Board of Study.

STAGE 1 – INITIATION AND PLANNING APPROVAL

- 7.7 Proposals for new programmes, presented as a completed AD1, will be considered in the first instance by the relevant subject network committee(s), following informal discussions on the viability of the concept. The subject network committee must formally recommend the proposal for approval to the Faculty Board of Study.
- 7.8 Proposals must also be presented to the quality committees of the responsible academic partner and all other academic partners which will make a significant contribution to development and delivery of the programme. The principal or chair of the APQC of each academic partner must confirm support for proposals.

- 7.9 The Faculty Board of Study will pay particular attention to whether the proposal:
- i. supports the academic and strategic priorities of the faculty and of the university
 - ii. meets the needs of prospective students, employers and the wider community
 - iii. uses resources efficiently, minimising duplication
 - iv. establishes a clear business case for the development
 - v. identifies that the resources needed for the development and delivery of the proposal are available or can be obtained.
- 7.10 The Faculty Board of Study will then determine whether the proposal proceeds, with or without changes being made, or that it should not proceed. In making its recommendation, the Faculty Board of Study will also recommend the responsible academic partner, and nominations for the programme development leader and the Advisory Group.
- 7.11 Academic Council (or a body to which it delegates this authority) will consider the Faculty Board of Study's recommendation on the proposal, reviewing in particular its strategic fit and sustainability, and determine whether the proposal is granted planning approval and may proceed to development, or if any changes need to be made to the proposal.

STAGE 2 - PROGRAMME DEVELOPMENT

- 7.12 The programme development team will work with an Advisory Group comprising internal and external members. The role of the Advisory Group is to advise and support the team in developing curriculum and documentation for approval. It will do this through scheduled interactions with the programme development team at mutually agreed points in the development process. The Advisory Group provides appropriate externality and opportunities for sharing good practice both within the university and across the sector.
- 7.13 The membership of the Advisory Group will normally comprise:
- Dean of faculty or nominee – chair
 - Academic Registrar or nominee (normally faculty officer)
 - Principal or nominee from responsible academic partner
 - At least one internal member with appropriate experience, who is not involved with the provision being developed
 - At least one external academic member from another HEI
 - Other members if appropriate, eg professional body representative.
- 7.14 It is the responsibility of the programme development team to nominate individuals for the Advisory Group, taking into account any specific areas of expertise which may be needed. Nominations are subject to approval by the Faculty Board of Study.
- 7.15 The programme development team will produce programme documentation for consideration by the approval panel in accordance with the agreed timescale.
- 7.16 The Chair of the Advisory Group is responsible for providing written confirmation to the Academic Registrar and the dean of faculty that the programme and relevant documentation are ready to go forward to the formal approval stage.

- 7.17 If they are not the Chair of the Advisory Group, the dean must also consider the programme and relevant documentation and provide written confirmation to the Academic Registrar that they are ready to go forward to the formal approval stage.

STAGE 3 – PROGRAMME APPROVAL

- 7.18 Detailed procedures relating to the approval process are contained in Section 8 of these regulations.

ACADEMIC DEVELOPMENT PROCESS – STAGES, PURPOSE AND OUTCOMES

Activity	Who's involved	Purpose	Outcome
STAGE 1 – INITIATION AND PLANNING APPROVAL (1-3 months)			
Idea and informal discussions	Academic staff, AP managers, SNL, dean	Initial consideration of viability of concept prior to any development work.	Decision on whether concept merits further development work.
Production of AD1	Proposer(s), AP principal(s), Marketing, LIS	Outline proposal giving sufficient detail for wider discussion (programme content, delivery, market research, business plan addressing market, resources, impact on funded numbers). Indication of support from at least one AP.	AD1 new Programme Proposal form
Consideration of AD1 by APQC	Proposer(s), AP quality manager(s)	Discussion of concept, fit with AP strategic plan. Opportunity for discussion of resourcing implications and integration with other provision.	Recommends approval - or not - with commitment to resourcing for development. May include recommendations for refinement prior to next stage.
Consideration of AD1 by SNC	Proposer(s), SN	Discussion of concept, fit with SN strategic plan. Opportunity for involvement of / contribution by other SN members and APs in proposal.	Recommends approval - or not - to Faculty Board. May include recommendations for refinement prior to next stage.
Consideration of AD1 by Faculty Board	Proposer(s), Faculty Board	Discussion of concept, fit with faculty strategic plan.	Recommends approval - or not - to Academic Council, incorporating approval of responsible AP, programme leader and nominations for Advisory Group.

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Activity	Who's involved	Purpose	Outcome
			May include recommendations for refinement prior to next stage.
Planning for marketing	Proposer(s), Marketing (EO and APs)	Planning and integration of marketing activity (including discussion of date for inclusion in print prospectus and UCAS).	Production of marketing plan.
Consideration of AD1 by Academic Council (or delegated body)		Discussion of viability of proposal, fit with strategic plan and existing provision, resource and networking implications, implications for funded student numbers, consideration of market and likely demand. Further opportunity for involvement / contribution from other APs.	Confirmation of planning approval recommended. May include recommendations for consideration by programme development team.
Addition to approval schedule	Academic Registry	Planning for approval event.	Inclusion on approval schedule.
Planning for marketing	Proposer(s), Marketing (EO and APs)	Continued planning and implementation of marketing activity.	Increased awareness of new programme, inclusion of programme information in print prospectus and UCAS.

Activity	Who's involved	Purpose	Outcome
STAGE 2 – PROGRAMME DEVELOPMENT (3-12 months)			
Curriculum development	Programme development team, Advisory Group	Detailed development of programme. Advice on content, structure, alignment with external reference points.	

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Activity	Who's involved	Purpose	Outcome
Production of programme documentation	Programme development team, Advisory Group	Documentation to support programme.	CUR01 Scheme Document CUR03 Module Descriptor CUR03 Library Resources Reading List CUR02 / CUR04 Programme Specification Draft student handbook
'Sign-off' of draft programme documentation	(Chair of) Advisory Group	Confirmation from Advisory Group that documentation is ready to go forward to formal approval stage.	Chair's written confirmation to dean of faculty.
Consideration by dean	Dean	Decision by dean whether programme is ready to go forward to formal approval stage.	Dean's confirmation.

Activity	Who's involved	Purpose	Outcome
STAGE 3 – PROGRAMME APPROVAL (1-3 months)			
Approval panel meets	Programme development team, AP manager(s), dean, approval panel	Formal consideration of academic standards and quality of learning opportunities of proposed programme.	Report with recommendation to FBOS for approval of programme for delivery - or not. May include conditions.
Response to any conditions	Programme development team	Action taken to address issues identified by approval panel.	Programme amended and/or resources made available.
Sign-off by Chair of approval panel	Chair of approval panel	Meet academic standards and quality assurance requirements as set by approval panel.	Programme meets panel conditions.

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Activity	Who's involved	Purpose	Outcome
Production of final programme documentation	Programme development team	Information for students, staff, stakeholders.	Programme documentation.
Consideration of panel recommendations by FBOS	FBOS	Formal approval (on behalf of Academic Council) of programme to be included in academic portfolio.	Confirmation of approval of programme for delivery.
New programme entered on systems	Student Records Office	Control of the university's academic portfolio. Registration and enrolment of students. Student access to finance and other support.	Programme and modules and HAPs added to SITS.
Recruitment to new programme	Marketing (EO and APs), Admissions, Programme team	Recruitment of viable student cohort to programme.	Students enrolled on programme.

AP	Academic Partner	FBOS	Faculty Board of Study	SNC	Subject Network Committee
APQC	Academic Partner Quality Committee	HAP	Home Academic Partner	SNL	Subject Network Leader
EO	Executive Office	LIS	Learning & Information Services	SRO	Student Records Office