# University Centre Leeds

**Leeds City College**

**Higher Education**

**Approval and Review of Programmes Policy**

**Owner:** HEDO

**Policy Introduced:** June 2015

**Last Review:** September 2019

**Next Review**: September 2022

**Endorsed by:** HE Quality & Enhancement Committee and HE Academic Board

**Scope and Purpose of Policy**

This policy applies to the approval and review of all Higher Education programmes or the major amendment of existing programmes.

Its purpose is:

- To ensure that all programmes are designed with due consideration to market needs, curriculum strategic direction and focus, and appropriate benchmarks;

- To ensure the currency and validity of programmes throughout their lifecycle;

- To ensure regular and effective monitoring of quality, engaging all stakeholders.

**Approval of Programmes**

When designing new programmes or reviewing existing programmes the College needs to:

a) Ensure that the requirements of The Framework for Higher Education Qualifications in England, Wales and Northern Ireland are met by:

- Positioning qualifications at the appropriate level of the relevant framework for higher education qualifications;
- Ensuring that programme learning outcomes align with the relevant qualification descriptor in the relevant framework for higher education qualifications;
- Naming qualifications in accordance with the titling conventions specified in the frameworks for higher education
- Awarding qualifications to mark the achievement of positively defined programme learning outcomes.

b) Consider and take account of QAA's guidance on qualification characteristics
c) Assign credit values and design programmes that align with the specifications of the relevant national framework
d) Consider and take account of the relevant Subject Benchmark Statements.

(taken from the QAA Quality Code, Part A)

**Monitoring & Review**

Annual Monitoring and Review is a process whereby the Academic Board can be assured that the College is discharging its responsibilities for the assurance of quality and standards of its HE provision.

| Policy | Higher Education Approval and Review of Programmes | Quality Code Ref |
|---|---|---|
| **Principles** | ❑ The College assures itself that there is a prima facie academic and appropriate business case, to support the development of proposed programmes.<br><br>❑ The College assures itself that proposed programme developments align with the HE Strategic Plan.<br><br>❑ The College assures itself that all resource needs have been taken into consideration and that there is support from the relevant department to meet these needs.<br><br>❑ The College assures itself that relevant stakeholders have been consulted in the development of proposed programmes.<br><br>❑ The College assures itself that relevant benchmarks have been used in the development of the proposed programmes.<br><br>❑ The College assures itself that programme design is fit for purpose and will facilitate effective educational outcomes for students. | Course Design and Development<br><br>Expectations for Standards 1&2<br><br>Core Practices 1, 2, 3<br><br>Expectations for Quality<br><br>Core Practices 1, 2, 3 |
| **Validation Process** | There are four formal stages in granting new Foundation Degree programmes:<br>❑ Stage 1 : Strategic Planning Approval<br>❑ Stage 2 : Informal Critical Read<br>❑ Stage 3 : Critical Review<br>❑ Stage 4 : Full Approval<br><br>For full details on each of these stages and associated documentation please refer to the Programme Approval, Review and Modification Handbook | Guiding Principles 1, 2, 3, 4, 5, 6, 7 |
| **Periodic Review and Major Modification Process** | All programmes will be subject to Periodic Review every 5 years.  This will be a 2 stage process as follows:<br>❑ Stage 1 : Informal Review<br>❑ Stage 2 : Formal Review and Approval<br><br>For full details on each of these stages and associated documentation please refer to the Programme Approval, Review and Modification Handbook | Guiding Principles 1, 2, 3, 4, 5, 6, 7 |
| **Minor Modification Process** | Programme Modifications panels will be convened twice yearly to consider and approve minor modifications. | Expectation for Quality |

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| | For full details on each of this process and associated documentation please refer to the Programme Approval, Review and Modification Handbook | Core Practice 1 & 2 |
| **Annual Review Cycle** | The annual review cycle will include the following processes:<br><br>❑ Award Committee Meetings<br>❑ Pathway Review<br>❑ Student module & course reviews<br>❑ Tutor module reviews<br>❑ Employer feedback<br>❑ Peer Review<br>❑ Annual Review<br>❑ Peer Observation | Expectation for Quality<br><br>Common Practice 2 |
| **Staff Development and Training** | All staff associated will be given appropriate training and development and meet the requirements of the awarding body and where appropriate, the Quality Assurance Agency Quality Code. | Expectation for Quality<br><br>Core Practice 2 |
| **Equality and Diversity Statement** | This policy will be implemented in accordance with the College's Policy on Valuing Diversity and with consideration of programme approval and review guidelines produced by awarding bodies and where appropriate, the QAA Quality Code | |
| **Review and Evaluation** | This policy and its associated processes will be reviewed on an annual basis as part of the Annual Review process. Outcomes of the review will inform future changes to policy or process. | Expectation for Quality<br><br>Common Practices 1 & 2 |
| **Associated Documentation** | • Foundation Degree Academic Regulations<br>• Full Programme Approval Panel Guidance<br>• Programme Approval, Review and Modification Handbook<br>• Strategic Planning Approval<br>• Assessment and Moderation Policy<br>• Assessment and Moderation Handbook<br>• Programme Documentation Templates<br>• Programme Development Guidance | |