

CPR QS1 – Programme Approval and Review

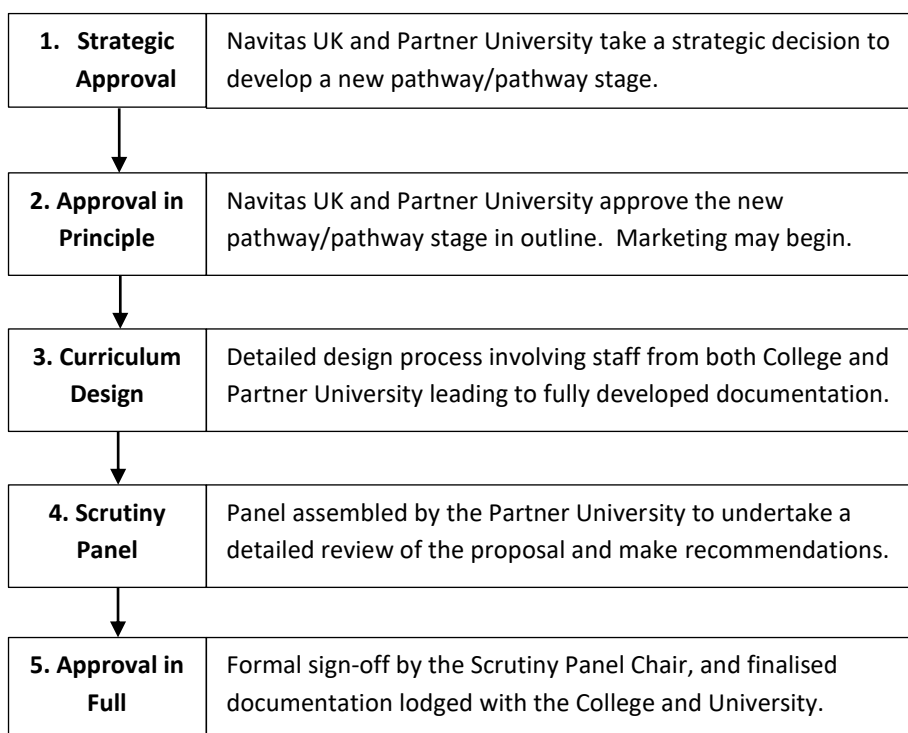
University Programme Division UK	
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1. Introduction

This document sets out the Navitas policy and procedure for the approval and periodic review of HIC stages of pathways. It applies to all Colleges although the procedures may vary in detail according to the differing practices of Partner Universities.

2 Development and Approval of Programmes

- 2.1 Proposals for a new pathway/stage of study will be subject to an approval process undertaken jointly by the appropriate Faculty/School of the Partner University and HIC. There are five stages to the development and approval of new programmes as shown below.



2.2 Strategic Approval

New pathways and/or stages under discussion with a Faculty/School of the Partner University, must be given Strategic Approval prior to any development work or marketing activity. A Strategic Approval Form (Form QS1a) including a clear definition of the type of pathway and/or stage of study being proposed and the business case should be completed by HIC Director/Principal (CDP) and a University Proposer (normally the academic lead within the relevant School/Faculty) and submitted to the Senior Leadership Team (SLT) Navitas UK. Once approved by the SLT, the Strategic Approval Form is passed to the Partner University for consideration and approval by the relevant university authority. Formal notification of the decision on strategic approval will be made to the Academic Advisory Committee, the Joint Strategic Partnership Management Board and the relevant University Committee.

2.3 Approval in Principle

2.3.1 Once a new pathway and/or stage of study has been granted Strategic Approval, then a draft Programme Specification or Pathway Framework and associated marketing collateral are prepared by HIC.

2.3.2 Within an agreed time period of the granting of Strategic Approval, an Approval in Principle Form (Form QS1b) together with the draft Programme Specification or Pathway Framework and draft marketing materials are submitted to the Navitas Quality and Standards Office (Academic Registry) for initial approval in principle. The process also includes a consideration of resource requirements.

2.3.3 Once given initial approval by Academic Registry, the documents are passed to the relevant office of the Partner University for consideration and approval. This will normally involve the relevant Head of School/Dean of Faculty.

2.3.4 A decision on Approval in Principle must be made within the agreed time period following submission.

2.3.5 Approval in Principle, once granted, allows the marketing of a pathway to commence and for HIC to issue Offers of Admission. The phrase 'subject to approval' must be contained in all marketing literature until such time as the pathway has been fully approved.

2.3.6 Formal notification of the decision on strategic approval will be made to the Academic Advisory Committee, the Joint Strategic Partnership Management Board and the relevant University Committee.

2.4. Curriculum Design

2.4.1 Once a new pathway and/or stage of study has been granted Approval in Principle, the draft Programme Specification or Pathway Framework can be fully developed into a full Programme Specification along with draft module Definitive Module Documents (DMDs) and associated documentation, as required. This process should involve Academic Registry and College academic services with input from appropriate staff of the Partner University (eg. pathway/programme leaders).

2.4.2 Pathway and programme development will be undertaken by HIC together with input from appropriate subject specialist staff of the Partner University. The process will be overseen by Academic Registry.

2.4.3 In undertaking the development work, the following considerations must be taken into account:

All pathways will incorporate the following design principles:

1. adhere where appropriate to the learning needs of an international and/or Home/EU cohort and to national guidelines on credit volume, thus enabling students to achieve the outcomes expected at each stage of study;
2. facilitate accessibility;
3. anticipate disparities in the learning backgrounds of students;
4. provide the appropriate balance of core learning skills, linguistic competence, practical skills, transferable skills, and disciplinary knowledge and understanding;
5. provide a contemporary and flexible learning system relevant to the pathway of study;
6. provide an increasing level of demand on students as they progress through a pathway and to ensure learning preparedness and self-reliance for the mature environment of higher education;
7. consider the views and the needs of College students (inclusive of disability and special needs) and the subject specialists of the partner university;
8. consider the requirements of relevant PSRBs;
9. provide an opportunity for students to reflect upon skills and attributes required for further study, professional development and employment;
10. ensure that all intended learning outcomes are clearly identified, developed and assessed as appropriate for progression to the next stage of study;
11. ensure that pathways accurately reflect the requirements of onward University study;

College Stage Design should:

1. provide and agree appropriate content with the appropriate School/Faculty of the Partner University to ensure progression to degree awards at a designated point in the pathway provision;
2. reflect the outcomes of market research among potential applicants;
3. consider aims and learning outcomes to the onward stages of study at the University;
4. consider relevant University strategies and policies (e.g. Assessment Regulations, skills requirements);
5. operate within the Navitas UK approved Policies and Regulations (NPRs);
6. provide an appropriate level of academic challenge and rigour;
7. develop students' capability and autonomy, including the ability to learn and to manage their own learning;
8. ensure that students will have attained the prescribed level of inter-disciplinary language competence described as 'Proficient User' by the Council of Europe by inclusion of the appropriate version of the Navitas UK module 'Interactive Learning Skills and Communication (ILSC)';
9. where possible, offer students some choice in the degrees available from an articulation point;
10. provide opportunities for exit with a Confirmation of Attainment or transfer to other cognate areas offered by HIC or the University.

2.4.4 English language provision will be provided by HIC, or by the University under arrangements detailed in the RAA. The provision will meet UKVI Tier 4 regulations in order to meet the delivery cycles of College cohorts. All English language will be delivered separate to and prior to progression to the academic stages of a pathway. Any English

language part of a pathway must be successfully completed according to standard progression criteria, before a student moves to the next stage of studies.

2.4.5 Integrated delivery, where proposed, will be based upon currently approved provision. The majority of the modules will be delivered and assessed by University staff and the ILSC module by College staff. Operational, liaison, assessment and Progression Board procedures will be defined via the Academic Advisory Committee (AAC) and reported to the Joint Strategic Partnership Management Board (JSPMB).

2.4.6 At the conclusion of the Curriculum design process, the following documentation will be submitted to the Partner University:

- Draft Programme Specification
- Draft Definitive Module Documents (DMDs) or Module Outlines
- Strategic Approval Form and Approval in Principle Form
- Other relevant documents as appropriate.

2.5. Scrutiny Panel

2.5.1 The University will facilitate a Scrutiny Panel, according to its procedures for the approval of collaborative provision, to determine the appropriateness of the proposed curriculum for the level of articulation required.

2.5.2 Membership of the Panel will depend on Partner University practices, but will normally comprise:

- the relevant Associate Dean or nominee who shall normally be Chair.
- at least two other Faculty/School representatives – Head of School and relevant programme leader(s)
- College Director/Principal
- College Director of Academic Services or equivalent
- Director of Learning, Teaching and Academic Quality Navitas UK or nominee:
- An External (where appropriate)

The University will provide a secretary to the Scrutiny Panel.

2.5.3 The remit of the Scrutiny Panel is to consider:

- the appropriateness of the curriculum for progression to the prescribed articulation point with the Partner University provision in terms of its level, learning outcomes and academic rigour;
- progression criteria;
- College management arrangements for the pathway/stage;
- resources will not normally be the focus of discussions, since resource requirements will have been reviewed and agreed at the Approval in Principle stage and minuted at the OAC. However, if during the course of discussions additional requirements or issues of concern are identified, these should be noted at the Scrutiny Panel and in the subsequent Report;
- Agree any amendments to the proposals as documented.

2.5.4 At the end of the meeting the Scrutiny Panel will conclude whether the pathway/stage of study meets Navitas requirements and those of the Partner University or whether additional development is required. The outcome of the Scrutiny Panel will be one of the following:

- (a) Full approval which may be subject to specified conditions, and/or recommendations;
- (b) More development work is required before further consideration by the Scrutiny Panel.

In each case, the Panel will specify dates by which revised documentation should be submitted.

2.5.5 In the case of outcome (a) above, HIC in consultation with Partner University representatives will address any conditions and/or recommendations, revise the documentation accordingly, and submit a statement of how the conditions and/or recommendations have been addressed, together with a copy of revised documentation, to the Chair of the Scrutiny Panel. The Chair will consult with members of the Panel and must be satisfied that there is evidence that all conditions of approval have been fulfilled and recommendations appropriately considered before granting Full Approval under Chairs' action

2.5.6 In the case of outcome (b), the Scrutiny Panel will give clear guidance on the areas where further development is required.

2.6. Final Approval

- 2.6.1 Once a new pathway and/or stage of study has been granted Full Approval by a Scrutiny Panel, HIC will submit an Approval in Full Form (Form QS1c) to Academic Registry together with the final agreed versions of the Programme Specification and required DMDs. Academic Registry will then formally incorporate the pathway/stage into HIC provision.
- 2.6.2 Academic Registry will instruct HIC Director/Principal to formally notify the University of the outcome of the Scrutiny Panel, and forward final versions of the pathway documentation.
- 2.6.3 On notification, the University may commence CAS number assignment and issue of CAS Statements to applicants holding Offers of Admission.
- 2.6.4 Formal notification of Full Approval including the minutes of the Scrutiny Panel will be made to the Academic Advisory Committee (AAC), the Joint Strategic Partnership Management Board and the relevant University Committee.

3. Periodic Review of Programmes

Periodic review of College pathway stages will take place according to the requirements and practices of the Partner University. This will be either (a) according to the Partner University's collaborative provision review procedures, or (b) as part of the periodic review of the linked university provision. In both cases, the processes will be those of the Partner University. Exceptionally, the provision of a College may be the subject of periodic review initiated by Navitas. In such cases, Navitas will adopt the process of the Partner University after suitable adaptation.

4. Portfolio Expansion

- 4.1 Portfolio expansion refers to the addition of further degree awards to an existing College pathway. In practice, portfolio expansion arises when a partner university adds one or more degree awards variants to an existing degree programme. Such expansion requires approval from SLT.
- 4.2 A College's Senior Management Team will discuss a proposal for portfolio expansion and maintain a record of its decision. It will take into account market research data supporting the expansion and costs related to meeting the required student target.
- 4.3 The CDP (College Proposer) and the University Proposer will complete the Portfolio Expansion Form (QS01.4) and submit to the Executive General Manager UP EU and the Director of Learning, Teaching and Academic Quality for approval.
- 4.4 Portfolio Expansion may be granted by the Executive General Manager with support from the Director of Learning, Teaching and Academic Quality via email, this notification of approval should be attached to this Form and noted in Section C by HIC Proposer.

5 Modifications

- 5.1 Modifications are dependent upon the change being proposed/made, and whether it constitutes a change to a module or pathway/stage of study.
- 5.2 Changes to a module must be notified to Academic Registry by the CDP or nominee via the Module Management Form (QS01.5) along with the revised Module documentation for approval.
- 5.3 Changes to a pathway/stage of study must be notified to the Executive General Manager by the CDP. If the changes are substantive a full re-approval procedure must be carried out as set out in section 2 for 'Full Approval' accompanied by all associated curriculum documentation.