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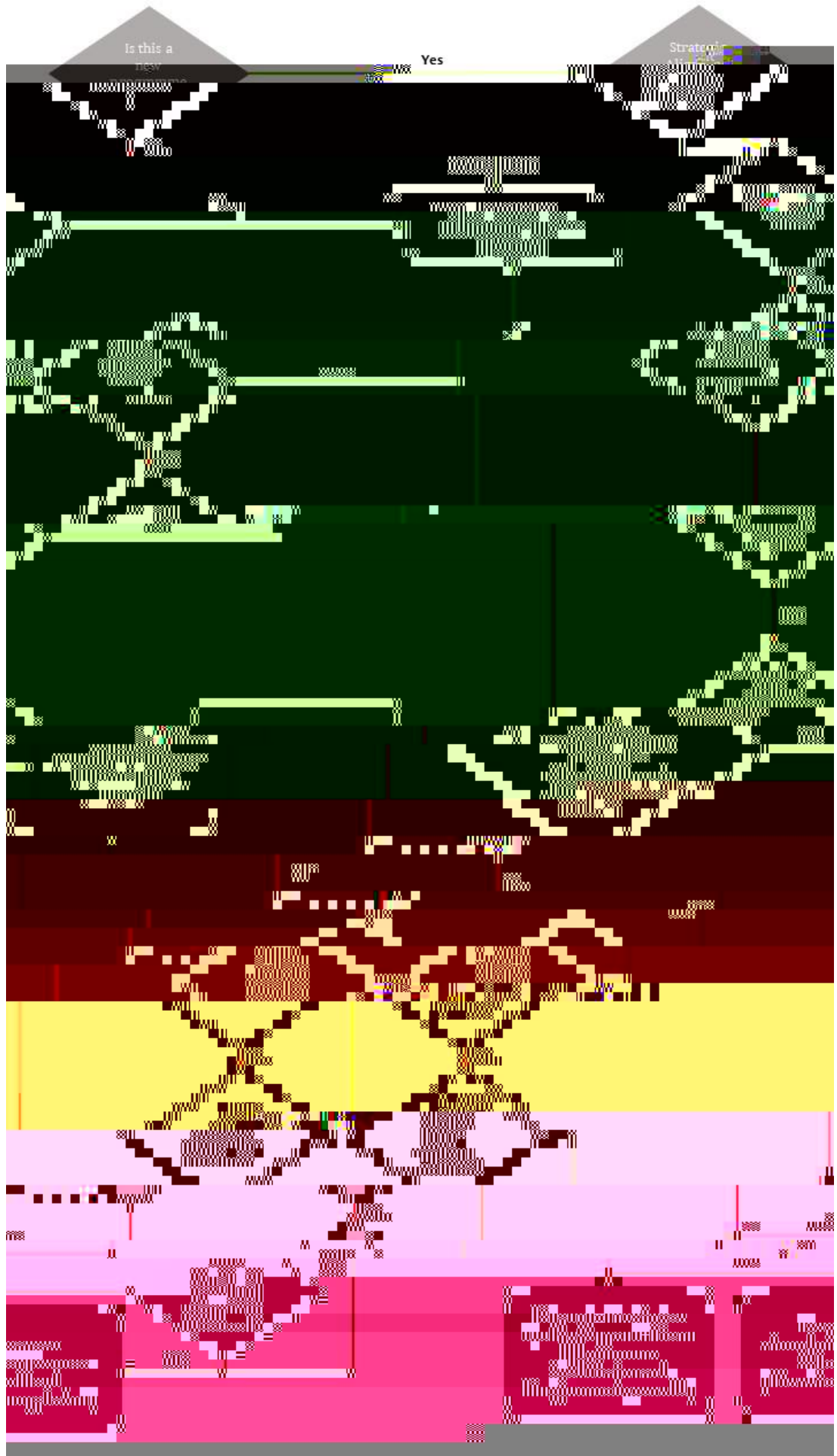
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10. The University seeks to maintain a portfolio of programmes which is relevant to the market, provides excellent educational opportunities, and can be managed efficiently.
11. Schools are required to keep their portfolio of programmes under review, to be alert to opportunities for the development of new programmes, and to withdraw programmes which recruit poorly and/or deliver poor outcomes. In this context, Schools should note shifts in the market and employability opportunities for future graduates, have regard to quality indicators, and listen to feedback from applicants, employers, colleagues and University committees.
12. To ensure the quality and consistency of its provision, all new programmes (and major changes) need to be approved by the University Programme Board (or, on occasion, the relevant Teaching and Learning Dean, acting on delegated authority).
13. The *Approval of a New Programme* process aims to:
  - ensure that the e °







Scrutiny

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25. In order to ensure that programmes provide an up-to-date, relevant and engaging curriculum and educational experience, Schools will, from time to time, wish to amend their programmes.
26. There are three levels of amendments:
  - a. those that, in effect, result in a new programme (and are therefore covered by the *Approval of a New Programme* process);
  - b. those that constitute a major amendment to a programme, by virtue of their impact on the programme specifications and/or the programme's learning outcomes; and,
  - c. those that constitute a minor amendment to a programme, through changes to optional modules and/or the documentation associated with the programme.
27. Examples of major and minor amendments are outlined in the table at section 9.
28. Major amendments require approval at a University-level (via UPB) whilst minor amendments require approval at the School-level (via the SDTL)
29. The TLD will determine the approval route for the proposed amendment, taking account of the advice of the Senior Quality Support Officer (Programmes)<sup>5</sup>.
30. In the case of major amendments, the SDTL will approve the submission of documentation, via the TLD and SQSO. The TLD will approve the submission of all relevant documents, including a Form B to UPB for approval.
31. Where Schools wish to make an amendment to a Programme Specification to take effect for an existing cohort of applicants or students, the reasons for this should be madeW applicd

	<p>prepared.  Programme Directors submit the form to the BOSSE for their recommendation (which may act through Chair's action) and then to the relevant SQSO</p> <p>For major amendments the SDTL and the Senior Quality Support Officer (Programmes) should consult with the appropriate Marketing Business Partner, as required. Any change affecting programmes delivered at UoRM will need to be checked against the Malaysian Qualification Agency's (MQA) Programme Change Analyser<sup>6</sup>, and made in consultation with staff at UoRM.</p>
<p>Consideration by TLDs</p>	<p>The proposal will be considered by the TLD, in consultation with the School Director of Teaching and Learning. Such consideration must be informed by the views of relevant External Examiners and Partner Institutions (if any). The TLD will offer their view of the proposal.</p>
<p>Approval</p>	<p>Formal responsibility for considering and approving Major amendments sits with UPB.</p> <p>Consideration will have regard to the nature of the changes proposed, the date when the changes will be effective, and the cohort(s) to which the changes will apply.</p> <p>Decisions on complex cases (e.g. if another School is involved, and changes impacting on activities at branch campuses, including UoRM) will always be made at UPB.</p> <p>In many cases, however, the TLD may approve the proposal, on the delegated authority of UPB. Proposals where the Programme Specification has not been issued with a contractual status may be approved by TLDs, under delegated authority of the Board, if the TLD is satisfied that Marketing and Admissions have been consulted to check the possible impact of the changes (e.g. where no offers have been made for the programme for that specific cohort).</p>
<p>Post-approval</p>	<p>Decisions made under delegated authority will be reported at the meeting of UPB.</p> <p>Following the meeting of UPB, the Secretary of UPB shall inform stakeholders across the University of the outcomes of any proposals</p>

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Stage	Characteristics/activities
Determination of approval route	<p>School consults SQSO (Programmes) on the appropriate approval route for the proposed amendment. SQSO advises TLD, who decides on the route.</p>
Preparation and submission of proposal	<p>Where it has been determined that the programme initiative requires School-level approval only, the Programme Director may choose to complete Form C: <i>School-level only Approval Form</i>. Programme Directors are guided in the Form regarding which sections to complete. The School may decide to record changes via an alternative means, but must ensure that all relevant data is recorded.</p> <p>Where a proposer wishes to create a new credit-bearing module as part of a minor amendment, a draft Module Description Form must be prepared.</p> <p>Where the proposal affects other Schools, the agreement and signature of relevant School Director(s) of Teaching and Learning should be obtained (if the proposal is for the withdrawal of a compulsory module affecting another School then University-level approval must be sought via the major amendments process).</p> <p>The proposal and (if relevant) the MDF is submitted to the Board of Studies and Student Experience (BOSSE) (for the relevant subject area/level of award) for approval.</p>
Approval	<p>The proposal will be considered by the appropriate BOSSE, which will submit a recommendation to the SDTL.</p> <p>The SDTL, on behalf of the SMB, will consider and, if appropriate, approve the proposal.</p> <p>The SDTL should record the nature of the changes approved, the date when the changes will be effective and the cohort(s) to which the changes will apply. These records may be requested by UPB.</p>

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33.

Preparation and submission of proposal

Evidence of consultation with RUSU or students will be required in some cases, especially in the event of large-scale closures.

The proposer should seek the approval of the relevant SDTL, on behalf of the BoSSE, to proceed with the proposal.

The completed form and supporting documentation should provide:

- o A rationale for the withdrawal or suspension of the programme;
- o a detailed account of the expected provision for students currently enrolled on the programme (for those programmes where delivery extends over more than 12 months, or which have suspended students on the programme);
- o evidence of recent recruitment performance and market demand; and, evidence of how existing

suspension (in exceptional cases) or formal withdrawal of the programme.

39. The formal approval of the withdrawal or suspension of undergraduate programmes should





should consult with TLD, HoS, SDTL, the Global Partnerships Office, and the SQSO (Partnerships); this will typically happen via a 'kick off' meeting between key stakeholders and will be organised by the GPO. The case should include a realistic indicative timeframe in

TLD and a representative from COSD) will work with the School in order to make arrangements for the visit and discuss a timeframe for this element of the approval process.

- b. Where a site visit is not required, a desk-based review will be conducted by COSD in collaboration with the TLD. In this situation, the same type of investigations should be conducted, using video conferencing to conduct discussions with key stakeholders at the partner.

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26. The School will be responsible for operating the programme in accordance with policy and procedure relating to the monitoring and review of academic partnership programmes which can be found in the Procedure for Partner Programme Review

1. These guidelines have been informed by the [QAA Characteristics Statement for Higher Education in Apprenticeships](#).
2. Approval of Apprenticeship Programmes and amendments to those programmes will be subject to additional approval steps.

Scenario	Additional Steps
<p>New Programme for an Apprenticeship Standard against which the University has not previously delivered</p>	<p>Usual programme approval process as outlined in sections 18-24 above.</p> <p>Where this proposal is for a different level or from a part of the University which is not already delivering Apprenticeship Programmes, additional approval via the University Executive Board (i.e. provision at Level 4 or 5 from Henley Business School or any Level from elsewhere in the University).</p> <p>Schools need to demonstrate that new programmes adhere to the framework and Apprenticeship Standard set out by the Institute for Apprenticeships and Technical Education (IfATE).</p>
<p>Adaptation of an existing programme to align with an Apprenticeship Standard and opening of the programme to levy funded students/apprentices</p>	<p>Usual programme approval process as outlined in sections 18-24 above.</p> <p>Proposer should consult CQSD re: requirement for academic scrutiny, which may be limited to mapping to the appropriate standard, if there is no significant change to the approved university programme.</p>
<p>Non-credit bearing apprenticeship programmes, with no University Award</p>	<p>Usual programme approval process as outlined in sections 18-24 above (the caveats stated in the above 2 scenarios equally apply to this scenario)</p>
<p>Customisation of material from a previously approved apprenticeship programme, which will include new modules or changing learning outcomes of existing modules</p>	<p>Usual programme amendment process as outlined in sections 33-37 above.</p> <p>Referral to the University Programmes Board (via the TLD) should be made.</p>

	Ofsted) have been sufficiently considered and addressed.
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Approval of employers for delivery of apprenticeship progf1 9-ms



5. The student panellist can allocate the hours undertaken as part of a scrutiny panel to the 35 hours of core activity as part of the RED Award. The student panellist will be required to obtain the signature of the Chair of the Panel/Education Officer (RUSU) on their RED activity checklist.











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1. The responsibility for decisions with regards the approval, amendments and withdrawal of programmes ultimately lie with the University Programmes Board.
2. The Board has delegated authority to some parties to make decisions and take actions on its behalf. The Board has also designated that some activities are to be undertaken by certain parties in order to ensure the smooth and effective application of the Programme Lifecycle Policies (ie by not overburdening the University Programmes Board with business).
3. Below is a table outlining some of the delegated responsibilities associated with the Programme Lifecycle Policies:

ACTION	TO WHOM	TYPE	SECTION
Identifying approval route	TLD & SQSO	Designated decision	8,18 and 19(2), 29, 31 and 32
Identifying approval route for international and partnership activities	TLD & SQSO	Designated decision	8, 18 and 19(2), 29, 31 and 32, and Appendix 1, 13
Approval of ad hominem degrees	TLD	Chair's Action/ Delegated authorppendix	

4. The above listing is not exhaustive, but is indicative of the kinds of decisions which can be made outside of the University Programmes Board.