

Policy Coversheet

Name of Policy:	Staffordshire University Course Approval and Amendment Policy
Purpose of Policy:	To ensure that all Staffordshire University courses meet appropriate standards, provide current and coherent curricula and deliver a high quality student learning experience and positive student outcomes.
Intended audience(s):	Staff/External Parties
Approval for this policy given by:	Academic Board
Last Review Date:	28/06/2017
Review Due Date: (3 years from last review)	27/06/2020
Individual responsible for review:	Director of Quality Enhancement and Standards
Authorising department:	Academic Development Unit

STAFFORDSHIRE UNIVERSITY COURSE APPROVAL AND AMENDMENT POLICY

Reference points

UK Quality Code for Higher Education, Chapter B1: Programme Design, Development and Approval and Chapter B8: Programme Monitoring and Review

1. Course Approval

- 1.1 Staffordshire University aims to ensure that all its courses meet appropriate standards, provide current and coherent curricula and deliver a high quality student learning experience and positive student outcomes. In order to achieve this, all new courses, whether to be delivered on-campus or at a collaborative partner, are subject to the University course approval policy and procedures.
- 1.2 The franchise or outreach of existing courses is also covered by this policy.
- 1.3 Quality Committee is responsible, on behalf of Academic Board, for the approval of new courses, and the roll-out of existing courses to partners. Quality Committee appoints panels (Course Approval Panels – CAPs) to consider such proposals on its behalf. CAP reports are sent to Quality Committee for final authorisation of the CAP outcome.
- 1.4 The course approval procedure is followed once the necessary strategic business approval for a new course proposal, or the proposal to franchise an existing course to a partner or deliver an existing course by outreach at a partner, has been obtained. In the case of new collaborative partners, this procedure only comes into effect once the partner approval process is complete.
- 1.5 Courses are normally approved by Quality Committee for an indefinite period. This is known as “ongoing approval” or “continuous approval”. However, the expectation is that course teams are continually reviewing the structure and quality of their provision in light of internal and external requirements, student feedback etc. and that they will make amendments to courses as appropriate in response to these (see paragraph 2 below). Where large scale changes to a course are required a full course approval will be instigated. An unsatisfactory periodic review outcome could also prompt a request by Quality Committee that a course or courses be refreshed and re-considered through the course approval procedure.
- 1.6 Whilst all courses are normally approved for an indefinite period, partnership agreements are signed for a fixed period of up to five years. The decision as to whether a partnership should continue is informed by the outcome of the separate [partnership review process](#). Courses bespoke to a particular partner (for example validation arrangements or dual award courses) will only be made available for the duration of the partnership as outlined in the collaborative agreement.
- 1.7 The course approval process will align as necessary with the requirements of any Public, Statutory or Regulatory Body (PSRB) accreditation or approval that is required for any specific Staffordshire University course.

2. Course Amendment (incorporating module approval and amendment)

- 2.1 Staffordshire University recognises that in order to maintain the currency of its courses and respond to market forces, it is necessary that course teams can propose amendments to approved courses. Course amendment is therefore regarded as an enhancement process which aims to improve the quality of the student learning experience.
- 2.2 Quality Committee is responsible, on behalf of Academic Board, for the approval of amendments, although it will delegate this authority where appropriate.
- 2.3 Course amendments are divided into three categories: *editorial* amendments which do not require approval; *minor* amendments which require approval but which will not lead to full re-approval; and *major* amendments which require approval and which may lead to full re-approval (see 2.4).
- 2.4 Where there is a significant accumulation of major amendments (normally more than one third of the course), full re-approval will be required (using the Course Approval Procedure).
- 2.5 Course or module amendments may include the addition of a new or existing module or the withdrawal of a module. They may also include the addition of, or amendment to, a pathway or mode of delivery.
 - 2.5.1 Where courses are amended, no new registrations will be permitted to a withdrawn module but students already on the module will be supported to complete it. A withdrawn module cannot be reintroduced unless new module approval is sought.
- 2.6 The Course Amendment Policy covers course or module amendments both on-campus and at collaborative partners.