

UNIVERSITY OF PLYMOUTH

APPROVAL OF A NEW PROGRAMME TO BE DELIVERED THROUGH PLYMOUTH UNIVERSITY INTERNATIONAL COLLEGE (PUIC/NAVITAS)

1. INTRODUCTION

New programme proposals will be subject to an approval procedure focused on the faculty, which must involve preliminary planning meetings between the appropriate Faculty and PUIC representatives.

New Pathways (progression routes) to be added to existing university programmes will be subject to a mapping process to ensure that the provision will allow appropriate progression for students. The mapping should be signed off by the Faculty ADTL and appropriate Head of School.

A number of key issues, including academic rationale and resource requirements, will be addressed within the University planning procedure. During this procedure the College must also define the type of programme being proposed, eg, foundation, stage one equivalent, stage one integrated programme or Pre-Masters programmes, **and the delivery model.**

2. PROGRAMME DESIGN

Foundation/Pre-Masters programmes: *the College will provide and agree appropriate content of **the programmes** with the Faculties in order to ensure secure progression to the relevant programme(s).*

Stage one equivalent programmes: Programme design should be fully congruent with currently approved PU programmes and:

- match aims and learning outcomes to the Faculty programme(s)
- reflect the outcomes of market research among potential applicants and employers
- reflect appropriate University strategies and policies (eg Assessment Policy, Teaching and Learning Strategy etc)
- operate within the University Academic Regulations or provide a clear rationale for exceptions
- provide an appropriate level of academic challenge and rigour
- develop the students' capability and autonomy (including the capability to learn, and to manage their own learning)
- offer opportunities for students to improve their ICT skills
- offer students some measure of choice where applicable
- provide opportunities for entry and exit with appropriate awards, or transfer to other cognate programmes

- reflect staff expertise, including professional and research interests

Stage one Integrated Programmes will be based upon currently approved programmes and modules which will be delivered and assessed by University staff and will require additional consultation and agreement on resources to be provided by the Faculty and upon operational, liaison and assessment moderation procedures.

It is expected that programme development will involve the Head of School and appropriate subject specialist staff in association with Faculty Quality staff.

3. PROGRAMME APPROVAL DOCUMENTATION

The documentation for programme approval will normally comprise :

a) A **Programme specification** for each award, including

- Awarding institution/body; teaching institution(s); accrediting Body;
- Relevant QAA Subject Benchmark Group(s);
- Admissions criteria, including APCL and APEL arrangements;
- Distinctive features of the programme at Plymouth University;
- Programme Title
- Aims and learning outcomes
- Teaching, Learning and Assessment strategies;
- Range of assessment methods
- Programme pathways and structures including progression routes
- Special requirements e.g., attendance requirements
- Levels
- Modules
- Credits
- Pathway and programme choice points

b) an **Approval document** including:

- Rationale
- Market research: potential applicants and approved (by ADPC) numbers
- Resource requirements
- Programme management structure
- Modes of learning
- Assessment strategies and moderation procedures
- Tutorial support
- Arrangements for the transition of students from PUIC to PU

- c) The **Module Record** for each module included in the programme
- the use of additional copyright material in study packs, computer based learning materials, multimedia programmes, etc, will require copyright clearance and may result in significant costs to the faculty.

4. PROGRAMME APPROVAL PROCEDURES

The Faculty Quality Administrator will circulate information on the process and timescales to the College Programme Leader and Faculty Associate Dean (Teaching and Learning)

a) Composition of Approval meeting

Approval of a new programme will normally be dealt with by a group established for the purpose by the Faculty Teaching, Learning & Quality Committee. Its membership will comprise:

- the relevant Associate Dean (Chair)
- at least two other Faculty representatives, eg, Head of School and relevant programme leader
- the Associate Dean or nominee of the relevant Faculty where there is a cross-Faculty programme
- (a) representative(s) from the relevant Professional or Statutory Body as appropriate
- appropriate representation from PUIC

The Faculty Quality Administrator will act as secretary to the meeting.

b) Document sign-off

Programme documentation must be clear and accurate; and either

- in line with University requirements; or
- accompanied by appropriate authorization for exceptional provision

Final documentation will normally be requested by the Faculty Quality Administrator three weeks prior to the approval meeting.

If documentation is not available in good time and is not in line with University requirements an approval event must be postponed

c) Procedure at Approval meeting

The Approval meeting will focus on the mapping of the proposed programme against the Faculty programme and the management of the programme.

Resources will not normally be the focus of discussions, since resource requirements will have been reviewed and agreed at the Planning stage. However, if during the course of discussions additional requirements or issues of concern are identified, these should be noted in the Approval meeting report and referred to the Dean and Faculty Board.

d) Outcomes

At the end of the meeting the panel will conclude whether the programme meets the Faculty requirements and/or whether additional development is required.

5. REPORT OF AN APPROVAL MEETING

The corporate judgements of the Approval meeting will form the basis of the Approval Report which is prepared by the Faculty Quality Administrator.

The report will list any conditions of approval, recommendations and the date by which programme documentation must be submitted to the Faculty Quality Administrator. There must be evidence that all conditions of approval have been fulfilled and recommendations appropriately considered before a programme can commence. After the members have approved the report, it will be reported to the Faculty Board, Academic Development & Partnerships Committee (through the annual faculty review) and the Strategic Management Partnership Board.

The Faculty Quality Administrator will distribute the final report to

- all members of the Approval meeting
- Principal of PUIC
- Dean of Faculty
- Head(s) of School
- Associate Dean(s) T&L
- Programme Leader
- University Central Quality Office

The Faculty Quality Administrator will advise the Programme Leader how many copies of the definitive documentation are required. The programme documentation must be signed off by the relevant Associate Dean and an electronic version and the appropriate number

of hard copies lodged with the Faculty Quality Administrator by the date agreed at the Approval meeting.

The Faculty Quality Administrator will ensure that all relevant units within the University (eg Timetable Co-ordinator, External Relations & Communications, Senior System Administrator (Gateway Services Data Support) and University Central Quality Office) are advised of the appropriate details, by completing the Notification of Programme Details form (incorporating new award approval).