



ACADEMIC QUALITY POLICY & PRACTICE 2024 V1.6

Section 5: New Programme Approval

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5. NEW PROGRAMME APPROVAL

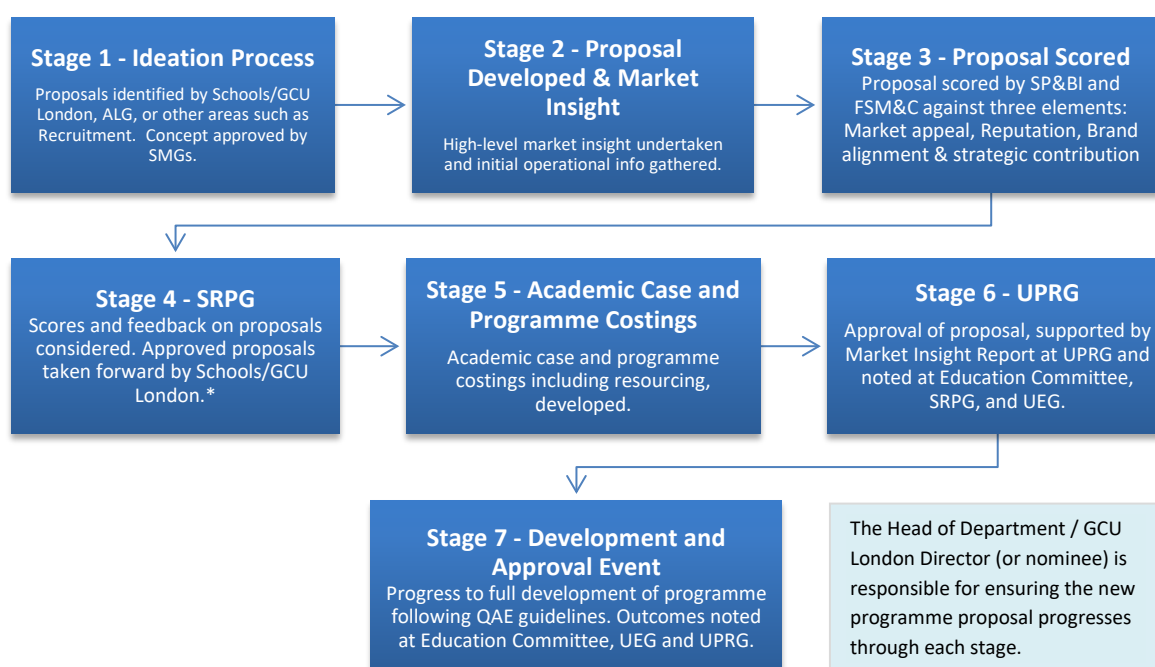
5.1 Introduction

This section applies to the approval of new programmes only. New programmes are defined as those where the provision is not currently part of the existing School/Department Portfolio. Review of current programmes is detailed in Programme Review in [Section 7](#).

The process for developing and approving new programme proposals aligns with the [QAA Quality Code for Higher Education](#)

5.2 Development of New Programme Proposals

New programme proposals must be aligned to the University's Strategy and our Vision, which focuses on access, excellence and impact and reflect our [Values](#). Programme developments will follow the undernoted process:



**Following completion of this stage, the proposal should be forwarded to UEG for the Schools / GCU London to confirm the proposed programme start date and allow marketing to commence.*

Details of the timelines for completion of each of the above processes is contained in the [Guidelines for Programme Approval](#).

5.3 Concept Proposal

As part of Stage 1, the [Concept Proposal Proforma](#) will be completed and submitted online in accordance with the Guidelines for Programme Approval and will outline consideration of the following:

- Proposed Programme Details (Title, level, delivery location and mode)
- Rationale for development
- Alignment with University / School / Department strategic priorities
- External links, accreditation and benchmarks
- Anticipated target student market
- Anticipated Graduate destinations and employability
- Anticipated investment and resource requirements

Once submitted, further operational information and market insight will be gathered (Stage 2) and scored (Stage 3) prior to further consideration and approval (Stage 4).

5.4 Academic Case and Programme Costings

Schools will undertake development of the Academic Case and work with Finance colleagues to produce the Programme Costings (Stage 5) in accordance with the [Guidelines for Programme Approval](#). Following consideration and approval by the School Senior Management Group and endorsement by School Board, the proposals will progress to Stage 6 for approval. The Academic Case will build on the Concept Proposal Proforma and will additionally incorporate:

- SFC Funding Eligibility (and Price Group where appropriate)
- Membership of the Programme Development Team (including internal and external stakeholders)
- Consultation undertaken to date and proposed as part of full Programme development (internal and external)
- Outline Programme Content

5.5 Full Programme Development and Approval Event

Following approval of the Academic Case and Programme Costings the School, in collaboration with the Department of Quality Assurance and Enhancement (QAE), will agree an appropriate timeline and Programme Approval Submission Documentation set and an Approval Event will be scheduled. Throughout this process QAE will work with the Programme Development Team to provide support and guidance.

QAE will facilitate arrangements for the formal approval of the fully developed proposal and assemble an appropriate Panel in accordance with the [Guidelines for Programme Approval](#).

5.6 Accreditation by Professional, Statutory, and Regulatory Bodies

Where appropriate, the accreditation of programmes will form an integral part of the approval process with representatives of relevant Professional, Statutory, and Regulatory Body (PSRB) as members of Programme Approval Panels. The aim will be to allow the quality enhancement and assurance requirements of the University and PSRB to be satisfied by a single event.

In cases where separate accreditation visits are required, the process will be supported by Quality Assurance and Enhancement who will also ensure that the PSRB report for these

separate visits will be submitted to the Learning Enhancement Sub-Committee for consideration.

Quality Assurance and Enhancement can also provide administrative support to Departments with an accreditation process.

Quality Assurance and Enhancement actively engage with Academic Departments/Units, to maintain an institutional register of accreditation activity.

5.7 Programme Handbooks

Following formal approval of the Programme the Programme Board will be responsible for ensuring the preparation and provision of a Programme Handbook to each student at enrolment or, if there is no enrolment, through a mechanism designed by the Programme Board to ensure that each student receives their copy of the Handbook prior to the commencement of the programme.

The Programme Leader will be responsible for maintaining and annually updating the Programme Handbook. Where possible the information will be provided by electronic means (with associated web links) utilising the [University's Programme Handbook template](#) and [Programme Handbook Notes of Guidance](#).