

PROTOCOLS FOR THE APPROVAL OF NEW PROGRAMMES AND CAMPUSES, AND MAJOR MODIFICATION OF EXISTING PROGRAMMES

INTRODUCTION

1 These protocols are supplementary to the University's Programme Design, Development and Approval policy. They apply to all programmes whether full-time, part-time, online or short courses which lead to any award or credits from the University or require approval from a PSRB and any relevant funding bodies. They also apply to apprenticeship programmes which include elements beyond a degree award, and to the approval of new campuses. Programmes developed in collaboration with other partners are governed by these protocols and the University's policies for partnerships.

2 The purpose of these protocols is to ensure that proposals for new programmes or modifications, and new campuses have been the subject of appropriate internal, and where required, external scrutiny and approval so as to produce or support provision of the highest quality.

3 All programme proposals leading to or involving a University award will follow the programme approval process in accordance with the University's Programme Design, Development & Approval Policy. There may be exceptions made for short courses, or for courses prepared for a specific client or with a limited market and where no award is to be made. Exceptions should be discussed with the Academic Registry.

4 The processes are designed to reflect the wide portfolio of programme provision that the University offers and the different types of approval required.

Programme Development Team

5 Each programme development is assigned a team to design and present a proposal for scrutiny. The team normally comprises the relevant National Programme and Student Affairs Director (or equivalent); the Pro-Vice Chancellor - Education; one or more representatives from the Academic Executive having direct responsibility for aspects of the development of the proposal; and one or more student representatives (where appropriate).

6 In addition, for proposals involving new programmes, the Programme Development Team will also consist of at least one member with experience of design on the particular programme or similar; and a representative from the Academic Registry.

7 The Programme Development Team should consult as widely as possible during the development process, both internally and externally, to include where appropriate:

- students;
- University staff with responsibility for widening participation activities;
- representatives of other University functions likely to be affected by the

proposal; and

- external examiners (where appropriate).

Stages of the programme approval process

8 In accordance with the University's Programme Design, Development & Approval Policy, the programme approval process consists of three stages:

- Stage 1 – Strategic Approval. Strategic Approval requires programme proposals to be submitted to the University's Executive Board for initial consideration in order to establish if there is a prima facie academic and business case to support the development of a full proposal.
- Stage 2 – Programme Approval. This involves full academic scrutiny of proposals for new programme or the modification of existing ones, ensuring that the proposal is academically appropriate, has been developed in accordance with the principles of programme approval outlined in this policy, and that the necessary resources are in place to support the delivery of the proposal.
- Stage 3 – Operational Set Up. This relates to all aspects of setting-up a new programme within the University, such as the setting up of a new programme within the University's IT systems; the finalisation and publication of all programme documentation including the programme specification and module outlines; confirming admissions processes; setting up of the new programme's assessments, and the setting up of web pages for recruitment and marketing purposes.

Strategic Approval

9 Strategic Approval requires new programme proposals to be submitted for initial consideration in order to establish if there is a prima facie academic and business case to support the development of a full proposal (the Concept Document). The aim is to ensure that time is spent productively on developing proposals that are viable, accord with the University's strategic and academic objectives.

10 The application for Strategic Approval should be in the form of a Concept Document, the format of which is prescribed within the Planning Concept Document. This enables potential issues with resources and the impact on other University functions to be identified at an early stage.

11 The proposal for Strategic Approval must include the following:

- details of the outline academic proposal;

- the likely recruitment to the proposed programme (including information on the market research that supports these claims);
- a business case for the proposed programme; and
- a brief marketing case detailing the steps that will be taken to ensure that the anticipated recruitment will be achieved.

12 The proposal for Strategic Approval must provide sufficient information to assure the Executive Management Board and the Research and Business Development Group (RBDG) that the following issues have been considered:

- alignment with the University's overarching Academic Policies and Awards Structure;
- the contribution the proposed programme will make to achieving the University's strategic aims;
- the viability of the programme in terms of market and likely numbers of students;
- the educational viability of the programme in terms of the likely numbers of students;
- the resources required (tutors, support staff, ICT, Library and other learning materials); and
- student feedback (where appropriate).

13 The Executive Management Board must satisfy itself that:

- the University has the appropriate resources to support the delivery of the programme and to provide a high quality student experience;
- the proposal is consistent with the University's strategic objectives; and
- the proposal has been the subject of consultation with all University functions or departments which will contribute to, or be affected by, the programme along with appropriate student engagement.

14 The Executive Management Board may decide as follows:

- **to confer Strategic Approval** thereby permitting the proposal to proceed to the Academic Approval stage;
- **to refer** the proposal back to the Programme Development Team for further work where there are a number of significant issues to be addressed; or
- **to reject** the proposal.

15 At the point of Strategic Approval, permission may be granted to advertise the proposed programme prior to Academic Approval. The Programme Development Team should provide the Executive Management Board with a rationale for early advertising. Permission to advertise may be granted on the basis that the proposal is submitted for academic approval within three months of Strategic Approval. Any advertising material should clearly state that the programme is subject to Academic Approval by the University and any relevant PSRB approval, and all such material must be approved by the Academic Registry. The University retains the right, on subsequent approval, to refuse full approval or request alterations to programmes for which permission to advertise early has been granted.

Consultation on new programme entry requirements

16 Entry criteria for new programmes, including English language requirements, shall be reported to the Admissions Committee prior to the programme documentation being presented for discussion and consideration at the Quality Assurance Review stage.

17 The commentary and expertise through consultation with the Admissions Committee provides programme development teams with the opportunity to benchmark the programme requirements against similar providers, and to receive recommendations from members of the Committee.

18 The Admissions Committee will consider entry requirements through standing agenda items, with the programme development lead in attendance (if not currently appointed as a Committee member) to respond to any queries or provide a rationale on any queries raised through the Committee.

Academic Approval

19 The Academic Approval of a programme shall follow either a Full or Short process.

Type	Criteria	Stages
Full approval	<ul style="list-style-type: none"> • New programme in a new discipline • New programme within an existing ULaw discipline • Variation to an existing programme • Major modification of an existing programme • Award framework • Non award programme with assessments attached 	<ul style="list-style-type: none"> • Quality Assurance Review • Programme Approval meeting • Programme Approval Committee
Short	<ul style="list-style-type: none"> • Campus approval 	<ul style="list-style-type: none"> • Programme Approval Panel

Type	Criteria	Stages
approval	<ul style="list-style-type: none"> • New award to existing ULaw framework • Non award programme without assessments attached 	<ul style="list-style-type: none"> • Programme Approval Committee

20 In some cases, approval of a major modification or variation to an existing programme may proceed via the short approval route. Academic Teams should consult with Academic Registry in the early stages of development to confirm this.

21 Academic Approval requires full scrutiny so as to ensure that the proposal is academically appropriate, has been developed in accordance with the principles of programme approval outlined in the University’s Programme Design, Development and Approval Policy, and that the necessary resources will be in place to support the delivery of the proposal.

22 PSRBs may require a discrete validation event (in some cases the event may be combined with the University’s formal panel meeting). In these circumstances a copy of the PSRB report will be sent to the Academic Board, which will be responsible for ensuring that any conditions have been complied with by the Programme Development Team before students are recruited to the programme.

Documentation for Academic Approval

23 The documentation required for programme approval is set out in the Appendix A and Appendix B.

24 All documents must be provided to the Head of Quality Assurance and Quality Assurance Manager as follows:

- QA Review – at least 15 working days prior to the event
- Programme Approval Panel Meeting – at least 15 working days prior to the event
- Programme Approval Committee (PAC) Meeting – at least 10 working days prior to the event

25 Approval documentation is required to be submitted to the Head of Quality Assurance and Quality Assurance Manager in line with the timelines outlined in paragraph 24 to ensure that there is appropriate time for both review of the documentation, and, if required, additional work prior to submission to a panel. Equally, the timescales applied for receipt of the documentation to Panels is to allow for a thorough and robust consideration of the proposal in advance of the Panel meetings.

26 The timings of the separate individual stages of academic approval, and the prescribed timelines for submission of documentation, may vary per proposal of academic approval through consultation between the Programme Development Team and the Head of Quality Assurance/Quality Assurance Manager. This will ensure flexibility where this is considered to be of mutual benefit for the Development Team and the stakeholders involved in approval of proposals.

27 Once the approval documentation is submitted, the Head of Quality Assurance/Quality Assurance Manager checks that it is accurate and coherent. If there are significant issues, the proposal is referred back to the Programme Development Team.

28 In addition to the programme documentation provided by the Programme Development Team, the Head of Quality Assurance/Quality Assurance Manager will prepare and circulate to Academic Approval Panel members the following:

- The programme and agenda for the approval event including details of venue and timings;
- The criteria upon which the Panel must base its scrutiny and judgment;
- Panel membership list;
- List of Programme Team members and other colleagues attending the discussions with the Panel.

29 The programme approval proposal must provide sufficient information to assure the University that the programme is appropriate in terms of:

- the specification of aims and learning outcomes;
- the alignment of the aims and learning outcomes with the qualification and level descriptors as set out in the FHEQ (if relevant);
- the requirements of the University's Awards Framework, relevant PSRBs and where available, funding bodies, subject benchmark statements and apprenticeship standards;
- the design of the curriculum to meet the aims and learning outcomes;
- the design of the modes of learning and teaching to meet the aims and learning outcomes;
- the design of the modes of assessment to demonstrate that the aims and learning outcomes have been met;

- the design of the curriculum, modes of learning and teaching and modes of assessment have been developed in accordance with inclusive learning principles
- the key skills provision within the programme;
- the arrangements for student support;
- the resources proposed for the programme; and
- the course closure arrangements and teach out of any existing programme(s).

30 Where a programme that has, or requires, recognition by a PSRB is the subject of the approval or major modification, the PSRB should be informed of the proposals at the earliest opportunity, depending on the approval requirements of that body. Where appropriate, a representative of that body will be involved in the approval process.

31 For the approval of apprenticeship programmes, Academic Approval requires additional scrutiny so as to ensure that an apprenticeship programme meets the requirements of an apprenticeship standard; that the approach to the 20% off the job element is appropriate from a pedagogical/training perspective, and compliant with apprenticeship funding rules (to be advised by Academic Registry); that the proposed training plan can appropriately prepare apprentices for their end-point assessment; and that apprentices will be appropriately monitored and supported.

Meetings

32 Each meeting associated with programme approval has a distinct purpose.

Meeting	Purpose
QA Review	<ul style="list-style-type: none"> • To provide constructive feedback and suggestion for improvement or enhancement of draft materials/the programme design
Programme Approval Panel	<ul style="list-style-type: none"> • To formally scrutinise the proposal • To determine whether or not the programme should be recommended to Programme Approval Committee for final approval, or referred back or rejected • To set recommendations and/or pre- approval conditions
Programme Approval Committee	<ul style="list-style-type: none"> • To confirm that the Programme Approval Panel has discharged its responsibilities effectively and assure the Academic Board that appropriate scrutiny has taken place

	<ul style="list-style-type: none">• To provide final approval to the programme on behalf of the Academic Board• In cases where it has been judged that the Programme Approval Panel has not discharged its responsibilities in full, to take corrective action (see paragraph 48)
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33 All proposals for new programmes or the major modification of existing programmes (a Full approval) are subject to an internal Quality Assurance Review. The Quality Review panel will comprise at least one external member and one internal member of staff. It will focus on ensuring:

- adherence to the required documentation templates and completeness of the documentation provided;
- alignment with the University's Quality and Standards Code and Awards Framework; and
- adherence to external quality benchmarks

Panel Meeting

34 All proposals for programme approval are considered by a Programme Approval Panel, convened on behalf of the Programme Approval Committee.

35 The remit of the Panel is to determine the academic viability and appropriateness of the proposals, with particular regard to the following:

- student engagement;
- programme background and context;
- programme outcomes;
- programme content, teaching, learning and assessment, including work-based assessment;
- programme management;
- collaborative arrangements
- learning resources;
- the University's and sector quality and standards;
- the University's Awards Framework; and

- examples of innovation and good practice.

36 The Panel event will result in one of the following four recommended outcomes:

- To recommend **approval** of the programme, with or without recommendations to the Programme Approval Committee.
- To set **pre-approval conditions** on the programme which must be addressed in order for the Panel to recommend the programme to the Programme Approval Committee for final approval.
- To **refer** the proposal back to the Programme Development Team for further work where there are a number of significant issues to be addressed. This will allow time for the programme development team to consult more widely and fully revise the documentation, which should be considered by a re-convened panel.
- To **reject** the proposal because of a range of substantive issues which need to be addressed. This decision requires the proposal to be re-submitted for Strategic Approval from the start of the process as set out in paragraphs 9 to 15 of this document.

37 **Pre-Approval Conditions** must be set where essential action is required to address an issue/s that puts academic standards at risk, or where immediate action or response is required in order to meet the University's procedural or documentary requirements. Pre-Approval Conditions should be measurable, with a clear outcome, and achievable within a short time frame. Pre-Approval Conditions must be met in order for the Panel to recommend the programme for approval by the Programme Approval Committee.

38 **Recommendations** are advisory in nature and refer to action that the Panel feel would enhance the learning experience but where no threat is posed to academic standards. The programme development team must consider and respond to recommendations by the first annual programme review at the latest.

39 **Commendations** for good practice may be made where the Panel considers that the proposal and documentation represent either a high standard of work, or, demonstrate an innovative approach to programme design.

Terms of Reference

40 A panel must be able to make impartial judgments on the standard and content of the proposal as well as the comparability with similar offerings within the sector.

41 The panel must be assured that a proposal meets the relevant criteria listed in the University's Programme Design, Development and Approval Policy.

Programme Approval Committee Meeting

42 The Programme Approval Committee will only receive recommendations for final approval for programmes where there are no pre-approval conditions or all pre-approval conditions have been met.

43 A report of the Panel's discussions and conclusions will be prepared by the Panel Secretary within one week of the event. The report will be approved by the Panel Chair, agreed as an accurate record by all other panel members, and forwarded to the Programme Development Team and the nominated Programme Approval Committee members.

44 Where a Programme Approval Panel sets pre-approval conditions, evidence of those conditions being satisfactorily addressed must be provided to the Programme Approval Committee in the form of the Programme Approval Panel chair's confirmation.

45 The Programme Approval Panel report, supported by the application, will be considered by the Academic Board Programme Approval Committee in order to:

- satisfy itself that the report provides evidence that the panel was properly constituted and that the process was properly conducted;
- establish that the report refers to the role of appropriate external reference points in defining academic standards, and to the University's criteria for approval;
- agree on responses to any recommendations for institutional action that have been made by the panel; and
- note any good practice that has been identified, and consider how it might be more widely disseminated.

46 Where a Programme Approval Panel has not been convened, the Programme Approval Committee must still satisfy itself of the above.

47 The Programme Approval Committee will typically convene via telecon, with the Programme or Project Development Lead in attendance to satisfy any queries or points raised in relation to the application for approval.

48 A report from the Programme Approval Committee will be submitted to the next available meeting of the Academic Board.

49 The Programme Approval Committee must satisfy itself that a proposed programme meets the design criteria set out in the University's Programme Design, Development and Approval policy.

50 At the conclusion of its scrutiny, the Programme Approval Committee may decide

as follows:

- To **approve** the proposal, with or without recommendations as applied by the Programme Approval Panel;
- To set **final conditions** on the programme which must be addressed in order for the Programme Approval Committee to grant final approval.
- To **refer** the proposal for further work where there are a number of significant issues to be addressed. This will allow time for the Programme Development Team to consult more widely and fully revise the documentation, which should be considered by a re-convened Programme Approval Committee;
- To **reject** the proposal because of a range of substantive issues which need to be addressed. This decision requires the proposal to be re-submitted for Strategic Approval from the start of the process as set out in paragraphs 9 to 15 of this document.

Programme Approval Panel Membership

51 A Programme Approval Panel will be appointed for each programme approval, the composition of which will vary according to the type of approval.

52 For a Full approval, the panel should include the following:

- a senior University representative (Chair);
- at least one external representative, who represents an expert opinion on the subject matter in hand;
- at least one student representative; and
- at least one University representative not having direct responsibility for the proposed programme.

53 For the Quality Assurance Review stage of a Full approval, the meeting is chaired by the Head of Quality Assurance/Quality Assurance Manager, and will be attended by the following members of the appointed Panel:

- the external representative
- the student representative; and
- at least one University representative not having direct responsibility for the proposed programme.

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55 The suitability of the external representatives will be determined by Academic Registry, in agreement with the Programme Development Lead, and subject to the following criteria:

- the depth of subject knowledge;
- the relevance of subject knowledge;
- prior experience of teaching on programmes at the same level or above (and for distance learning, experience of distance learning provision);
- impartiality (determined on an individual basis and in line with sector best practice); and
- expertise in a profession or provision of education.

56 Membership for the Programme Approval Committee is defined in its terms of reference.

Approval of an additional University campus

57 Approval of additional campuses, both domestically and overseas sits with the Programme Approval Committee, on behalf of the University's Academic Board. Strategic approval of an additional University campus arrangements should follow the protocol for strategic approval as outlined in paragraphs 9 to 15 of this document.

58 The process of additional campus approval will be managed by convening a meeting of the Programme Approval Committee via telecon. The Committee will consider the application for a new campus through scrutiny of the Campus Resource Document and other items (see Appendix C).

59 A report from the Programme Approval Committee will then be submitted to the next available meeting of the Academic Board.,

60 The Programme Approval Committee must satisfy itself that a proposal for an additional University campus enables the University to deliver courses, and to be able to provide a meaningful student experience through access to support, co curricula opportunities and that appropriate due diligence has been undertaken by the University in preparation of the proposal.

61 At the conclusion of its scrutiny, the Committee may decide as follows:

- To recommend **approval** of the campus, with or without recommendations;
- To set **final conditions** which must be addressed in order for the Committee to approve the campus.

- To **refer** the proposal back for further work where there are a number of significant issues to be addressed. This will allow time for the development team to consult more widely and fully revise the documentation, which should be considered by a re-convened panel.
- To **reject** the proposal because of a range of substantive issues which need to be addressed.

62 Where the consideration of a new campus results in conditions being set, those conditions must be satisfied prior to the Programme Approval Committee providing final approval. The conditions and evidence of them being addressed will be recorded in the 'Monitoring of conditions and recommendations' document.

Miscellaneous

63 The Academic Board has resolved that it does not need to approve the allocation of places¹ to the University's campuses and/or modes for its programmes. For existing programmes, resources should be made available by the University to each of its campuses as appropriate and this is a matter for the operational teams to implement. The Academic Board will monitor student satisfaction with the learning experience and resources at its campuses as part of the annual review of quality and standards. A PSRB, however, might require formal approval for increase of student numbers.

64 For its awards, the University is responsible for demonstrating that appropriate national threshold academic standards are set and maintained and for ensuring that there is an unambiguous understanding of the programme that has been approved.

65 The University maintains a definitive record of each programme and qualification that it approves (and of subsequent changes to it) which constitutes the reference point for delivery and assessment of the programme, its monitoring and review, and for the provision of records of study to students and alumni.

66 A definitive record of each programme or qualification approved and its intended learning outcomes is maintained and the information shared with staff and students. Where modules or units of learning are combined into a taught programme of study leading to a qualification, the definitive record of the programme sets out the intended learning outcomes and attributes for the programme as a whole. The definitive record is set out in a Definitive Course Document which is used in application for approval from the Academic Board and updated as needed. Key information from the Definitive Course Document is published to students in a Programme Specification.

67 The Definitive Course Document is used as the reference point for the delivery of the programme by teaching staff, its assessment by internal and external examiners, by PSRBs as appropriate, by external reviewers and in subsequent monitoring and

¹ This relates to SRA and BSB regulated provision

review. The Definitive Course Document is updated as and when any amendments to the programme or qualification, or its learning outcomes, are made through authorised approval processes.

68 For every module or individual unit of learning that leads to the award of credit or contributes to a qualification there is a Module Descriptor, which is a formal record of the module's indicative content and structure, assessed learning outcomes, developmental learning outcomes, its assessment scheme and its credit rating. The Module Descriptors form part of the Definitive Course Document.

Approval limited to new or revised modules for an existing programme

69 New modules for the University's programmes are designed in accordance with the relevant Design Brief, taking into account any PSRB requirements. They are scrutinised internally by relevant members of the Academic Executive.

70 The module designer must affirm (in writing) that the module proposed has the relevant credit rating and is delivered at the appropriate level for the award. The designer must confirm that he/she has read the course documentation for the programme, including the Assessment Regulations, and has complied with any PSRB requirements. Where there are proposed changes to modular learning outcomes or assessment methodology, the application should also include commentary and endorsement from the module's existing External Examiner.

71 The Module Descriptor, together with any sample materials if appropriate, are forwarded to an external expert for comment. The external expert is required to comment on the proposal and may make recommendations for improvement. They must also confirm, in writing, that the modules are:

- confirmed at the appropriate level within the FHEQ;
- appropriately credit rated; and
- have been designed with consideration for inclusive and equitable principles.

Version history:

Version	Amended by	Revision summary	Date
V2.0	Head of Quality Assurance / Deputy Academic Registrar	Reviewed due to updated publication of QAA Quality Code Advice and Guidance, and updated to reflect arrangements for additional centre	01/06/2019

Version	Amended by	Revision summary	Date
		approval, mention of administrative set up and removal of content which has been included and elaborated within the accompanying protocols.	
V2.1	Senior Quality Officer	Change to the document coding convention	30/03/20
V2.2	Head of Quality Assurance and Head of Quality Assurance	Review and Inclusion of approval of non-award programmes.	November 2022

Appendix A

Documentation required for the approval of a new programme:

1 For the approval of a new programme, the following documents are required:

1.1 A Definitive Course Document to include:

- The context of the proposed programme: This will include an explanation of how the proposal meets the University's Strategic Objectives and an assessment of the impact of the proposal (if any) on other programmes delivered by the University.
- The rationale for the proposal: This will include evidence of the regional, national or international demand for the proposal; details of consultation with employers and PSRBs (if relevant); the relationship of the proposal to similar provision offered elsewhere; and details of consultation with students; the target student group/expected student profile; and expected career destinations for graduates/diplomates.
- The professional context of the proposal (if relevant): This will include the influence of PSRB requirements on the design of the programme. If necessary, the relevant guidelines of the relevant PSRB should be provided as an appendix.
- A Programme structure diagram.
- The academic and other student support arrangements including reference to inclusive design principles.
- A statement mapping the proposal with the requirements of the FHEQ, relevant QAA Subject Benchmark Statement(s) (where applicable), Apprenticeship Standards the QAA Quality Code 2013 – 2018, QAA Quality Code Advice and Guidance, and any PSRBs.
- Resources: This should include a statement identifying the physical and other resources that are available to support the programme (eg staffing, library, IT facilities, accommodation and any specialist equipment), and how students on online modes (if applicable) will access the resources.
- A statement on the Programme Development Team's engagement and collaboration with central Careers and Employability teams, and an outlined of student employability on completion of the programme, and where students may seek specialised support.
- The academic and administrative staff support infrastructure for students on online programmes (if applicable).

- Any other information requested by the Academic Registry following strategic approval.
- Any other documents required by a relevant PSRB.

1.2 A Programme Specification (using the standard University template available on [Elite](#)). A separate Programme Specification is required for any distinct routes through a programme.

1.3 Module Descriptors for all modules forming part of the programme (using the standard University template). Sample learning materials may be required for programme approvals which contain a new or innovative element to the learning methodology.

1.4 The Assessment Regulations for the programme.

1.5 A completed pre-PAC Operational Scrutiny Document

2 These documents taken together form the definitive reference point for the delivery of the programme.

3 The following information, included in the Definitive Course Document, is published to students in a Student Handbook:

- an explanation of what makes the programme distinctive;
- assessment regulations;
- student support;
- methods for evaluating standards achieved and the quality of the academic experience, including consideration of feedback.

4 For the approval of an apprenticeship programme, the following additional items will be required:

- Apprenticeship Standard and published assessment plan
- Mapping document showing how the full training plan (including the degree element) meets the requirements of the apprenticeship standard
- Detailed explanation of the 20% off the job training element including:
 - How it will be delivered by the University and employer
 - How it is relevant to the apprenticeship standard
 - How it will be quantified and monitored
- Detailed explanation on how the programme prepares apprentices for the end-

point assessment

- Detailed explanation of the approach to work based assessments, including an indicative schedule of visits and tripartite reviews
- Detailed explanation of how apprentices will be supported (academically and pastorally) during the entire programme

Appendix B

Documentation required for the major modification of an existing programme

Approval of variations or amendments to the programme

1. A Proposal Document to include the following:
 - The context of the proposed amendment. This may include an explanation of how the proposal meets the University's Strategic Objectives and an assessment of the impact of the proposal (if any) on other programmes delivered by the University.
 - The rationale for the proposal: This will include evidence of demand if relevant; details of consultation with employers and PSRBs (if relevant); the relationship of the proposal to similar provision offered elsewhere; and details of consultation with students; the target student group/expected student profile; and expected career destinations for graduates/diplomates.
 - The professional context of the proposal (if relevant): This will include the influence of PSRB requirements (if any).
 - A Programme structure diagram.
 - The academic and other student support arrangements.
 - Confirmation of student consultation to the proposed changes and evidence of such consultation along with transitional arrangements.
 - Resources:
 - Any other information requested by the Academic Registry.
2. A revised Programme Specification, with revisions made explicit through the use of tracked changes (using the standard University template) if necessary.
3. Module Descriptors for any revised modules forming part of the programme (using the standard University template). Sample learning materials may be required for programme approvals which contain a new or innovative element to the learning methodology.
4. Any necessary revisions to the Programme Handbook, presented through tracked changes.

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5. The Assessment Regulations for the Programme (where changes proposed), presented through tracked changes.
6. A completed pre-PAC Operational Scrutiny Document

Appendix C

Documentation required for the approval of a new campus

- 1 A campus resource document, to include a rationale for the proposed additional campus, which should be completed with input from relevant stakeholders from the central services which are to be delivered or made available at the additional site, such as library, assessments, careers, and student support services.
- 2 A completed site visit form.
- 3 Where the application for approval of an additional site is sought for a satellite campus, the following additional documents should be completed for by the Partnerships Committee, and attached to the application as appendices.
 - 3.1 Approved due diligence documentation.
 - 3.2 A partner resources document, to be completed in collaboration with the proposed partner and.
 - 3.3 An Operational Frameworks handbook