

**(A) DOCUMENTATION REQUIREMENTS AND APPROVAL PROCESSES FOR VALIDATION OF PROPOSED
NEW PROGRAMMES, COLLABORATIVE/FDL DELIVERY (INCLUDING E-LEARNING), MAJOR MODIFICATIONS TO EXISTING
PROGRAMMES AND OTHER, MISCELLANEOUS, PROGRAMME-LEVEL PROPOSALS**

Type of Proposal	Documentation requirements	Approval processes (and authorising signatories)			
		Programme	School	University	Administration following approval
<p>A1. New Programme</p>	<ul style="list-style-type: none"> • See Annex C of Validation Handbook • Also see Section 3.4 of Handbook 	<p align="center">Course Committee or Development Team (Chair/Leader)</p>	<p align="center">School Board of Study or nominated committee (Chair or nominee)</p>	<p align="center">Validation event with external panel membership (Chair)</p> <p align="center">Outcome summaries to Senate; full reports Academic Quality & Standards Committee</p>	<p>School submits Programme Handbook, ADA3, module listing and electronic versions of programme and module specifications to Quality Assurance and Enhancement Unit</p>
<p>A2. Major modifications</p> <ul style="list-style-type: none"> • Validation of new (not direct replacement) award title, programme or route, normally drawing upon up to approximately two thirds of existing programme(s), or created from existing shell framework (eg. IDIBL) • Reconfiguration (typically involving significant structural or Type B changes) affecting approximately one third or more of the credits required for a final award, over one academic year. • Pathway Upgrade 	<ul style="list-style-type: none"> • Selected from Annex C of Validation Handbook • Also see section 3.4 of Handbook 				<p>Quality Assurance and Enhancement Unit creates/amends definitive programme records, notifies Student Data Management and Admissions and Recruitment of outcome and publishes programme and module specifications on website, as required</p> <p>Student Data Management creates/amends records for which they are responsible</p>

Type of Proposal	Documentation requirements	Approval processes (and authorising signatories)			
<p>A3. Flexible or distributed delivery, including e-learning</p> <p>New or existing programme, including e-learning or major modification to existing FDL programme delivery</p>	<ul style="list-style-type: none"> Selected from Annex C of Validation Handbook Also see section 3.4 of Handbook Include access to sample learning materials and provide external peer commentary 				<p>School submits Programme Handbook, ADA3, module listing and electronic versions of programme and module specifications to Quality Assurance and Enhancement Unit</p> <p>Quality Assurance and Enhancement Unit creates/amends definitive programme records, notifies Student Data Management and Recruitment and Admissions of outcome and publishes programme and module specifications on website, as required</p> <p>Student Data Management creates/amends records for which they are responsible</p>
<p>A4. Collaborative Provision</p> <p>New collaborative arrangement for new or validated programme with new or existing partner (leading to University award within the FHEQ); major modification to existing collaborative programme or arrangement</p>	<ul style="list-style-type: none"> Selected from Annex C of Validation Handbook Also see Section 3.4 of Handbook 	<p>Course Committee or Development Team (Chair/Leader)</p>	<p>School Board of Study or nominated committee (Chair or nominee)</p>	<p>Validation event with external panel membership (Chair)</p> <p>Outcome summaries to Senate; full reports to Academic Quality & Standards Committee</p>	

Type of Proposal	Documentation requirements	Approval processes (and authorising signatories)			
<p>A5. Miscellaneous proposals, e.g.</p> <ul style="list-style-type: none"> • Validation of new award title, programme or route, normally drawing upon approximately two thirds or more of existing programme(s) • Validation, articulation, recognition, or credit-recognition of external award or internal, short course (see A4 above for collaborative proposals) • Reconfiguration (typically structural and/or Type B changes to up to approximately one third of the credits required for a final award, over one academic year) • Admissions, assessment, progression & awards regulations • Other miscellaneous proposals not elsewhere defined 	<ul style="list-style-type: none"> • Selected from Annex C of Validation Handbook • Include (where applicable) mapping of any external curriculum and learning outcomes against relevant University programme and evidence of quality & standards arising from any prior delivery of the proposed programme(s) • Independent external and/or relevant external body and/or external examiner commentary/evidence, as appropriate • Also see Section 3.4 of Handbook 	<p>Course Committee or Development Team (Chair/Leader)</p>	<p>School Board of Study or nominated committee (Chair or nominee)</p>	<p>Standing Approvals or AP(E)L/CPD Panel of Academic Quality & Standards Committee (Chair)</p> <p>Outcome summaries to Senate; full reports to Academic Quality & Standards Committee</p>	<p>School submits Programme Handbook, ADA3, module listing and electronic versions of programme and module specifications to Quality Assurance and Enhancement Unit</p> <p>Quality Assurance and Enhancement Unit creates/amends definitive programme records, notifies Student Data Management and Recruitment and Admissions of outcome and publishes programme and module specifications on website, as required</p> <p>Student Data Management creates/amends records for which they are responsible</p>
<p>A6. Validation of Professional Development credits and CPD awards</p>	<ul style="list-style-type: none"> • See University Professional Development Framework* 	<p>*</p>	<p>*</p>	<p>*</p>	<p>*</p>

Type of Proposal	Documentation requirements	Approval processes (and authorising signatories)			
A7. Programme deletion	PCF form				
A8. Change of programme title	<ul style="list-style-type: none"> • Justification for change • ADA3 • Amendments to Programme Handbook to encompass change of title • Revised programme specification 			Deputy Vice Chancellor	<p>Quality Assurance and Enhancement Unit creates/amends definitive programme records, notifies Student Data Management and Recruitment and Admissions of outcome and publishes revised programme specification on website, as required</p> <p>Student Data Management creates/amends records for which they are responsible</p>
A9. Additional mode of study (PT or FT)	<ul style="list-style-type: none"> • Statement on student numbers and sufficiency of staffing, library and other physical resources • ADA3 • Amendments to Programme Handbook to encompass additional mode of study • Revised programme specification 				

**(B) DOCUMENTATION REQUIREMENTS AND APPROVAL PROCESSES FOR VALIDATION OF PROPOSED
MINOR MODIFICATIONS TO EXISTING PROGRAMMES**

(NORMALLY INVOLVING CHANGE TO LESS THAN ONE THIRD OF THE CREDITS REQUIRED FOR FINAL AWARD, OVER ONE ACADEMIC YEAR)

Proposed Modification	Documentation requirements for validation process	Approval Process (and authorising signatories)		
		Programme	School	Administration
B1. New module(s) (including change of title) B2. Flexible or distributed delivery of new or existing module(s) (including e-learning) B3. Adding or withdrawing co-crediting of module(s) B4. Credit value of module(s) B5. Pre-requisite rules for module(s) B6. Level of module(s) B7. Core/option status of module(s) B8. Deleted module(s) B9. Type C Changes above the one third threshold	<ul style="list-style-type: none"> • Programme/module change pro forma (consult Annex L of Validation Handbook) • New, current, and revised module specifications for all modules subject to addition, change, or deletion • Revised programme specification (if affected by changes) incorporating all curriculum maps (consult Annex K of Validation Handbook) (not for CPD awards or professional development credits only) • External examiner comment on the proposals for all affected pathways and modules (consult Annex M of Validation Handbook) • Minute(s) of discussion and/or evidence of approval at Programme and/or School level(s), as appropriate • For B2, sample learning materials with external peer commentary 	Course Committee (Chair)	School Quality Committee (Chair)	<p>School submits electronic versions of programme specification and new or revised module specifications to Quality Assurance and Enhancement Unit</p> <p>Quality Assurance and Enhancement Unit amends definitive programme records, informs Student Data Management of outcome and publishes revised programme specification and new and revised module specifications on website, as required</p> <p>Student Data Management creates/amends records for which they are responsible</p>
Send documentation to:	Course Committee (Chair)	School Quality Committee (Chair)	Principal Quality Assurance Officer, Quality Assurance and Enhancement Unit	

**(C) DOCUMENTATION REQUIREMENTS AND APPROVAL PROCESSES FOR PROPOSED
MAJOR MODIFICATIONS TO EXISTING MODULES**

(NORMALLY INVOLVING CHANGE TO LESS THAN ONE THIRD OF THE CREDITS REQUIRED FOR A FINAL AWARD, OVER ONE ACADEMIC YEAR)

Proposed Modification	Documentation requirements	Approval Processes (and authorising signatories)		
		Programme	School	Administration
C1. Aims C2. Learning outcomes C3. Assessment criteria C4. Assessment methods C5. Assessment weightings C6. Learning and teaching methods and/or time allocations	<ul style="list-style-type: none"> • Programme/module change pro forma (consult Annex L of Validation Handbook) • Current and revised module specifications for all modules subject to change • Revised programme specification (if affected by changes) incorporating all curriculum maps (consult Annex K of Validation Handbook) (not for CPD awards or professional development credits only) • External examiner comment on the proposals for all affected modules and pathways (consult Annex M of Validation Handbook) • Minute(s) of discussion and/or evidence of approval at Programme and/or School level(s), as appropriate 	Course Committee (Chair)	School Quality Committee (Chair)	School submits electronic versions of programme specification and new and revised module specifications to Quality Assurance and Enhancement Unit Quality Assurance and Enhancement Unit amends definitive programme records, notifies Student Data Management of outcome and publishes revised programme and module specifications on website, as required Student Data Management creates/amends records for which they are responsible
C7. Final Assessment	<ul style="list-style-type: none"> • Proforma notifying change to identify of final assessment(s) • Current and revised module specifications 			
Send documentation to:	Course Committee (Chair)	School Quality Committee (Chair)	Principal Quality Assurance Officer, Quality Assurance and Enhancement Unit	

(D) REQUIREMENTS FOR *MINOR MODIFICATIONS TO EXISTING MODULES*

Proposed Modification	Requirements	Approval Processes	
		Module	Administration
D1. Syllabus content D2. Reading list	<ul style="list-style-type: none"> Amend module specifications on academic module database 	Module owner	
	<ul style="list-style-type: none"> Module owner sends e-mail notification to: Quality Assurance Administrator (Taught Programmes and Collaborative Provision), in the Quality Assurance and Enhancement Unit, with module codes and titles 		Quality Assurance Administrator 'revalidates' and publishes on module database